

**Contracting authority: Agenzia Italiana per Cooperazione allo Sviluppo**

**EU for Economic Development – Tourism-led, Local, Economic Development, with a focus on Cultural Heritage under IPA / 2018**

**Grant application form**

Budget Line: 4.1 Local Development Grants

**Reference: 2020 / 420-271**

**Deadline for submission of**

concept notes and full applications

**23 August 2025**

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

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: | *<*specify country(ies), region(s), area(s) or town(s) that will benefit from the action*>* |
| Name of the lead applicant |  |
| Nationality of the lead applicant[[1]](#footnote-2) |  |

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

|  |  |
| --- | --- |
|  |  |
|  |  |
| Ongoing contract number (if available)[[2]](#footnote-3) |  |
| Legal status[[3]](#footnote-4) |  |
| Co-applicant [[4]](#footnote-5) | <Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead 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.**

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# Part A. CONCEPT NOTE

## Instructions for drafting the concept note

Please note that if this is a restricted call, only the concept note 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 Page 1 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 2 pages) and the relevance of the action (not exceeding 3 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.

|  |  |
| --- | --- |
| Objectives of the action | <Overall objective *(i.e. Impact)*>  <Specific objective(s) *(i.e. Outcome(s))*> |
| Final beneficiaries[[5]](#footnote-6) |  |
| Expected outputs |  |
| Main activities |  |
| Target group(s)[[6]](#footnote-7) |  |

### Description of the action (max 2 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 human rights[[7]](#footnote-8), gender equality[[8]](#footnote-9), democracy, good governance, support to youth, children’s rights and indigenous peoples, environmental sustainability[[9]](#footnote-10) and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

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

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

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

Please provide all the following information:

1. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
2. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
3. Describe which of the expected results[[10]](#footnote-11) referred to in the guidelines for applicants will be addressed.

#### Relevance to the particular needs and constraints of the target country/countries, region(s) 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 country/countries, region(s) and/or sectors (include quantified data analysis where possible).

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

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

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

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

Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others).

[NB: In exceptional cases where it is impossible to involve national organisations from the target country because of the particular situation in that country, the lead applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the concept note.]

#### 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 (if different from target groups), quantify them where possible, and include selection criteria.

Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries (if different from target groups).

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries (if different from target groups).

Explain any participatory process ensuring participation by the target groups and final beneficiaries (if different from target groups).

#### 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.

### Lead applicant, (co-applicants )

|  |  |
| --- | --- |
| **Name** of the lead applicant |  |
| **Nationality**[[11]](#footnote-12)/ Country and date of registration[[12]](#footnote-13) [[13]](#footnote-14) |  |
| **Legal status**[[14]](#footnote-15) |  |

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

|  |  |
| --- | --- |
| **Co-applicant(s)[[15]](#footnote-16)** |  |
| Name of the co-applicant |  |
| Nationality/ Country and date of registration |  |
| Legal status[[16]](#footnote-17) |  |
|  |  |
| Nationality / country and date of registration |  |
| Legal status[[17]](#footnote-18): |  |

### Project details

|  |  |
| --- | --- |
| **Title of the action:** |  |
| **Location(s)** of the action: | *Specify country(ies), region(s), area(s) or town(s) that will benefit from the action>* |
| **Total duration** **of the action (*months*):** | *Months* |
| **Requested EU contribution as an amount and as a percentage** of the total eligible costs of the action (*indicative*)[[18]](#footnote-19) | |  |  |  | | --- | --- | --- | | [Reimbursement of costs] | EUR <…> | <…>% | | [Total requested EU contribution] | EUR<…> | N/A | |
| **Total indicative budget** | <*EUR*> |

# Part B. Full Application Form[[19]](#footnote-20)

**[open procedures: To be submitted by all applicants**

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

## General information

|  |  |
| --- | --- |
| **Reference of the call for proposals** | <Enter 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**[[20]](#footnote-21) | [<Number>] [not applicable (open procedures)] |
| **Title of the action** |  |
| **Location of the action** | **<**specify country(ies), region(s) that will benefit from the action> |
| **Duration of the action** |  |

## The action

### 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/impact and specific objective(s)/outcome(s) (including intermediary outcomes – if any) and outputs. Please follow the structure as provided below in sub-sections.

Indicate the main studies conducted in view of defining the scope of the action.

* + - * 1. Relevance and context analysis
* 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.
  + - * 1. Intervention logic

The intervention logic may be developed based on the results chain and assumptions following the same logic that is crystallised in the Logical Framework Matrix (Annex e3d). In order to explain how the outputs will be achieved it is necessary to describe which activities will take place. Hence, before describing the results, it is required to describe the activities as per Activities Matrix (Annex e3d).

From activities to outputs [as per Activities Matrix and Logframe]:

* Please elaborate along the following approach: IF the activities are undertaken AND the assumptions (at activities level as listed in the activities matrix) hold true, THEN the outputs (as listed in the Logframe) will be produced/achieved. List the activities clustered by output as presented also in the activities matrix (Annex e3d);
* Identify and describe in detail each activity to be undertaken to produce outputs, justifying the choice of activities and specifying the role of each co-applicant 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;
* The achievement of each output is measured via one or more indicators. Please describe each output indicator and how the relevant data will be collected to provide evidence of the achievement (please fill in the table provided below);
* The outputs described in this narrative section of the application should mirror the ones listed in the Logframe and in the table below.

Where the guidelines authorise the submission of applications for a contribution in the form of financing not linked to costs, please provide full attention to the following elements:

* The description of the action (narrative), the Logical Framework Matrix (as per template), and any supporting document identified as source of data will be the basis for the validation/assessment of the results achieved during implementation;
* Please clearly indicate which outputs and which indicators are to be forming part of the Budget (Annex e3c) and which ones are exclusively meant for monitoring, reporting and evaluation purposes;
* Include reference of any necessary supporting documents (technical specifications, agreed standards, etc.) that will be used for the validation / assessment of the achievement of the outputs measured by reference to the performance indicators – if needed (because of complexity and length) it is possible to add such specification in Appendix to the application;
* Specify in detail the data source for each indicator as to allow the validation / assessment of the achievement of the outputs measured by reference to performance indicators;
* Please also indicate for each performance indicator the means to assess partial achievement (if applicable).

| **OUTPUTS** | |
| --- | --- |
| **Output 1**: < Insert name of the output as per Logframe > | |
| Indicator 1 to output 1 | < Name of the indicator as per Logframe >  *Example: Number of people trained* |
| Indicator 1 target with year | < Indicator target with year as per Logframe >  *Example: 500 by 2024* |
| Sources of data for the values of the indicator | < List of documents counting as source of data > |
| < If relevant: technical specifications/standards to describe the indicator (in Appendixes if needed because of the complexity of the indicator) > |
| Indicator 2 to output 1 | < Name of the indicator as per Logframe > |
| Indicator 2 target with year | < Indicator target with year as per Logframe > |
| Source of data for the values of the indicator | < List of documents counting as source of data > |
| < If relevant: technical specifications/standards to describe the indicator (in Appendixes if needed because of complexity of the indicator) > |
| < Repeat as many rows as many indicators related to output 1 as per Logframe> |  |
| **Output 2**: < Insert name of the output as per Logframe > | |
| < Repeat as many rows as many indicators related to output 2 as per Logframe> |  |
|  |  |
| **Output #: Third Party Assessment** (only in case of action entirely making use of financing not linked to costs) | |
| Indicator to output # | < Number of Third Party Assessment approved reports > |
| Indicator target with year | < Indicator target with year as per Logframe >  *Example: One (1) approved report by 2024* |
| Sources of data for the values of the indicator | < List of documents counting as source of data > |

Please repeat as many outputs are listed in the Logframe and related indicators.

From outputs to outcomes [as per Logical Framework Matrix (Annex e3d)]:

* IF outputs are delivered AND the assumptions described in the Logframe at the level of outputs hold true, THEN the outcome(s)[[21]](#footnote-22) will be realised, BECAUSE <explanation, e.g. evidence/facts already observed and past experience suggesting that this change is possible>;
* The achievement of each outcome is measured via one or more indicators. Please describe each indicator and how the relevant data will be collected to provide evidence of the achievement;
* The outcomes described in this narrative section of the application should mirror the ones listed in the Logframe and in the table below.

Where the guidelines authorise the submission of applications for a contribution in the form of financing not linked to costs, please provide full attention to the following elements:

* The description of the action (narrative), the Logical Framework Matrix (as per template), and any supporting document identified as source of data will be the basis for the validation/assessment of the results achieved during implementation;
* Please clearly indicate which outcomes and which indicators are to be forming part of the budget (Annex e3c) and which ones are exclusively meant for monitoring, reporting and evaluation purposes;
* Include reference of any necessary supporting documents (technical specifications, agreed standards, etc.) that will be used for the validation / assessment of the achievement of the outcomes measured by reference to the performance indicators – if needed (because of complexity and length) it is possible to add such specification in Appendix to the application;
* Specify in detail the data source for each indicator as to allow the validation / assessment of the achievement of the outcomes measured by reference to performance indicators;
* Please also indicate for each performance indicator the means to assess partial achievement (if applicable).

| **OUTCOMES** | |
| --- | --- |
| **Outcome 1**: < Insert name of the outcome as per Logframe > | |
| Indicator 1 to outcome 1 | < Name of the indicator as per Logframe > |
| Indicator 1 target with year | < Indicator 1 target with year as per Logframe > |
| Sources of data for the values of the indicator | < List of documents counting as source of data > |
| < If relevant: technical specifications/standards to describe the indicator (in Appendixes if needed because of complexity of the indicator) > |
| Financing not linked to costs (Please remove this row for indicator 1 if financing not linked to costs is not authorised in this call) | In case the indicator is used for financing not linked to costs in the budget, please clarify the maximum amount that correspond to indicator 1 |
| Indicator 2 to outcome 1 | < Name of the indicator as per Logframe > |
| Indicators target | < Indicator target with year as per Logframe > |
| Sources of data for the values of the indicator | < List of documents counting as source of data > |
| < If relevant: technical specifications/standards to describe the indicator (in Appendixes if needed because of complexity of the indicator) > |
| < Repeat as many rows as many indicators related to outcome 1 as per Logframe > |  |
| **Outcome 2**: < Insert name of the outcome as per Logframe > | |
| < Repeat as many rows as many indicators related to outcome 2 as per Logframe> |  |

Please repeat as many outcomes are listed in the Logframe and related indicators.

From outcomes to impact [as per Logical Framework Matrix (Annex e3d)]:

* IF the outcome(s) are achieved AND the assumptions described in the Logframe at the outcome(s) level hold true, THEN the action will contribute to the desired impact[[22]](#footnote-23). This is BECAUSE [explanation, e.g. evidence/facts already observed and past experience suggesting that this change is possible];
* The achievement of the impact is measured via one or more indicators. Please describe each indicator and how the relevant data will be collected to provide evidence of the achievement;
* The impact described in this narrative section of the application should mirror the one in the Logframe and in the table below.

| **IMPACT** | |
| --- | --- |
| Impact: < Insert name of the impact as per Logframe > | |
| Indicator 1 to impact | < Name of the indicator as per Logframe > |
| Indicator 1 target with year | < Indicator target with year as per Logframe >  *Example: 500 by 2024* |
| Sources of data for the values of the indicator | < List of documents counting as source of data > |
| < If relevant: technical specifications/standards to describe the indicator (in Appendixes if needed because of complexity of the indicator) > |
| Indicator 2 to impact | < name of the indicator as per Logframe > |
| Indicator 2 target with year | < Indicator target with year as per Logframe > |
| Sources of data for the values of the indicator | < List of documents counting as source of data > |
| < If relevant: technical specifications/standards to describe the indicator (in Appendixes if needed because of complexity of the indicator) > |
| < Repeat as many rows as many indicators related to impact as per Logframe> |  |

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

Describe in detail:

* the methods of implementation (including the main inputs proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
* where the action is meant to prolong the effects of a previous action, describe how the action is intended to build on the results achieved by 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 within the programme (please specify potential synergies with other initiatives, in particular by the European Union);
* the organisational structure and the team proposed for the implementation of the action (by function – please do not provide the names of individuals);
* the role and participation in the action of the various actors and stakeholders (co-applicant(s), 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 ;

#### 2.1.3. 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 lead applicant, co-applicant(s) 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 list only the main activities proposed for those years. To this end, it must be divided into six-month periods.

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 |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |

#### Please note that during implementation of the action, a more detailed action plan must be submitted with every interim report.

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

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

* Describe the expected long lasting benefits of the action on its target groups and final beneficiaries (if different from target groups), 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.?).
* Provide a detailed risk analysis and contingency plan. This should include a list of risks accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Describe the possibilities for multiplier effects, including scope for replication, extension, cross-fertilisation of experience and knowledge sharing.
* 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: which financial resources are available to fund the continuation of the services provided by the intervention? How long are they likely to be available and from which sources?

b. Institutional sustainability: which institutional arrangements allow for maintaining the benefits achieved? Is there any measure in place to ensure local ownership?

c. Policy level sustainability: is there any expected policy related effect from the action, e.g. improved legislation, codes of conduct, 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?

#### 2.1.5. Logical framework

Please fill in Annex C to the guidelines for applicants (also available as Annex e3d).

#### 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 (worksheets 1a )), for the total duration of the action.;
* justification of the budget (worksheet 2), for the total duration of the action[[23]](#footnote-24), and
* amount requested from the contracting authority and other expected sources of funding[[24]](#footnote-25) for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.2, 2.1.3, 2.1.4 and 2.2.5).

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

### 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[[25]](#footnote-26).

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.

Please specify which form of Union contribution was used (financing not linked to costs, reimbursement of eligible costs, one or more simplified cost options, or a combination of those).

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector:** | | | |
| **Location of the action** | **Amount of the action (EUR)** | **Role in the action: coordinator, co-beneficiary,** | **Donors to the action (name)**[[26]](#footnote-27) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) 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.

Please specify which form of Union contribution was used (financing not linked to costs, reimbursement of eligible costs, one or more simplified cost options, or a combination of those).

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector:** | | | |
| **Location of the action** | **Amount of the action (EUR)** | **Role in the action: coordinator, co-beneficiary,** | **Donors to the action (name)**[[27]](#footnote-28) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) 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[[28]](#footnote-29).

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** | **Amount of the action (EUR)** | **Role in the action: coordinator, co-beneficiary,** | **Donors to the action (name)**[[29]](#footnote-30) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) 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** | **Amount of the action (EUR)** | **Role in the action: coordinator, co-beneficiary,** | **Donors to the action (name)**[[30]](#footnote-31) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

## The LEAD applicant[[31]](#footnote-32)

|  |  |
| --- | --- |
|  |  |
| **[[32]](#footnote-33)** |  |
| **Name of the organisation/ Name of natural person** |  |

### Identity

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration: city + country** |  |
| **Official address of registration** |  |
| **Country of registration**[[33]](#footnote-34)**/ Nationality** [[34]](#footnote-35) |  |
| **VAT number (if applicable)** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Legal status**[[35]](#footnote-36) | **Profit-Making □ Yes □ No.**  **NGO[[36]](#footnote-37) □ Yes □ No. □ Yes □ No** |

**The contracting authority must be notified of any change in postal and electronic addresses and phone numbers, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

### Financial identification

|  |  |
| --- | --- |
| **Account name and account holder name** |  |
| **IBAN/Account number** |  |
| **Currency** |  |
| **BIC/Swift code** |  |
| **Bank name and branch code** |  |
| **Address of bank, P.O box, city, country** |  |

## 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 |
| **[[37]](#footnote-38)** |  |
| **[[38]](#footnote-39)** |  |
| **Name of the organisation** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration: city + country** |  |
| **Official address of registration** |  |
| **Country of registration[[39]](#footnote-40)/ Nationality[[40]](#footnote-41)** |  |
| **VAT number (if applicable)** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Legal status**[[41]](#footnote-42) | **Profit-Making □ Yes □ No.**  **NGO[[42]](#footnote-43) □ Yes □ No. □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity:   (please specify its EuropeAid ID:…………………………)  **□** Yes, controlled entity(ies)  **□** Yes, family organisation / network entity[[43]](#footnote-44)  **□** No, independent |
| **History of cooperation with the lead applicant** |  |

**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 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: |  |

## Associates participating in the action

This section must be completed for each associated organisation 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 more associates.

|  |  |
| --- | --- |
|  | Associate <number> |
| **Full legal name** |  |
| [[44]](#footnote-45) |  |
| **Country of registration: city + country** |  |
| **Legal status**[[45]](#footnote-46) |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar actions, in relation to role in the implementation of the proposed action** |  |
| **History of cooperation with the applicants** |  |
| **Role and involvement in preparing the proposed action** |  |
| **Role and involvement in implementing the proposed action** |  |

## Checklist – full application form – for self-guidance

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

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **[[46]](#footnote-47)** |  |
| **Nationality**[[47]](#footnote-48)**/country and date of registration**[[48]](#footnote-49) |  |
| **Legal status**[[49]](#footnote-50)  **Financial identification** |  |
| **Co-applicant[[50]](#footnote-51)** |  |
| **Name of the co-applicant** |  |
| **[[51]](#footnote-52)** |  |
| **Nationality/country** **and date of registration** |  |
|  |  |
| **Legal status** |  |
|  |  |
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|  |  |  |
| --- | --- | --- |
| **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 proposal is typed and is in < English, > .** |  |  |
|  |  |  |
| **6.** **Each co-applicant has completed and signed the mandate and the mandate is included.** |  |  |
| **7.** |  |  |
| **8.** **The budget is enclosed, in balance, presented in the format requested, and stated in EUR** |  |  |
| **9. The logical framework has been completed and is enclosed.** |  |  |
| **The following supporting documents are enclosed:**  **-**  **The statutes or articles of association of the lead applicant, of each co-applicant ;**  **- The identification form duly completed and signed by each of the applicants[[52]](#footnote-53);**  **- The declaration on honour on exclusion criteria signed by the** **lead applicant, each co-applicant.** |  |  |
| **PART 2 (ELIGIBILITY)**  **11.** **The action will be implemented in Mallakastër region, Albania.** |  |  |
| **12. The duration of the action is maximum <12 months.** |  |  |
| **13.** **The requested EU contribution is between <30,000 EUR> and 50,000 EUR** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## 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), in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of this application form;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal status and the bank account details of the lead applicant, and the legal status of the co-applicant(s) as reported in part 3, 4, and 5 of this application form;
* the lead applicant, the co-applicant(s) have the professional competences and qualifications specified in Section 2 of this application form;
* the lead applicant undertakes to comply with the obligations laid down in 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) , if any, and is not acting as an intermediary;
* the lead applicant, the co-applicant(s) certify in separate declarations on honour (Annex H) that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.4.2. of the practical guide (available from the following internet address:<https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules>. The lead applicant is fully aware of the obligation to inform the contracting authority without delay of any changes to the declaration;
* the lead applicant, the co-applicant(s) are not in detected in EU restrictive measures as laid down in Section 2.4.1. of the practical guide;
* the lead applicant and each co-applicant is in a position to deliver immediately the documents and information requested by the contracting authority if awarded a grant;
* the lead applicant and each co-applicant are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) ccept 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);
* the lead applicant and each co-applicant does not have an established debt to the Union;
* the lead applicant declares that 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:

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.

**IF ANY OF THE ABOVE REQUIREMENTS IS NOT SATISFIED, PLEASE INDICATE IN ANNEX TO THIS DECLARATON WHICH AND THE NAME OF THE CONCERNED PERSON WITH A BRIEF EXPLANATION**.

We acknowledge that if we participate despite being in any of the situations listed in Section 2.4. 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 exclusion decisions and/or 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 European Public Prosecutor’s Office or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

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

## Assessment grid FOR the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** | |
| **concept note evaluation** | |  | |  | |
| **DECISION:**  **A.** The committee has decided to evaluate the concept note, which passed the administrative checks. | |  | |  | |
| **B.** The committee has decided to recommend evaluation of the full application form. | |  | |  | |
| The concept note has been evaluated by:  Date: | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |
|  | | | | | |
| **evaluation of the full application** | |  | |  | |
| **decision:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking. | |  | |  | |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking | |  | |  | |
| The proposal has been evaluated by:  Date: | | | | | |
| **eligibility verification** |  | |  | |
| 3. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines. |  | |  | |
| 4. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1. of the guidelines. |  | |  | |
|  |  | |  | |
| 6. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.2) |  | |  | |
| a. The lead applicant's statutes or articles of association |  | |  | |
| b. The identification form |  | |  | |
|  |  | |  | |
| d. The statutes or articles of association of the co-applicants |  | |  | |
| e. The declaration on honour on exclusion criteria signed by the lead applicant, each co-applicant (if any) |  | |  | |
|  |  | |  | |
| g. Copy of the lead applicant’s latest accounts. |  | |  | |
| Eligibility has been assessed by:  Date: | | | | |
| **decision:**  The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  | |  | |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call. [↑](#footnote-ref-2)
2. If a lead applicant has already signed a contract with the European Commission. If not, write ‘N/A’. [↑](#footnote-ref-3)
3. E.g. non-profit, governmental body, international organisation, including whether they are a non-governmental organisation (i.e. a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union). [↑](#footnote-ref-4)
4. Use one row for each co-applicant. [↑](#footnote-ref-5)
5. Final beneficiaries are defined as the individuals, groups, or organisations, whether targeted or not, that benefit, directly or indirectly, from the action in the long term at the level of the society or sector at large. The ‘final beneficiaries’ are not to be confused with the “Beneficiary of a grant contract”. [↑](#footnote-ref-6)
6. Target groups are the recipients of the goods and services produced by the action, or whose skills or capacities have changed because of the action. The target group may or may not be the individuals or organisations that, ultimately, are intended to benefit from the action (‘final beneficiaries’). [↑](#footnote-ref-7)
7. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at <https://europa.eu/capacity4dev/disability-and-development-network/dashboard>. [↑](#footnote-ref-8)
8. See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>. [↑](#footnote-ref-9)
9. See Guidelines for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0> [↑](#footnote-ref-10)
10. As per Guidelines for grant applicants, and in line with OECD DAC definition, the term ‘results’ includes ‘impact’ (overall objective), ‘outcome(s)’ (specific objective(s)) and ‘output(s). [↑](#footnote-ref-11)
11. For individuals. [↑](#footnote-ref-12)
12. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the Guidelines for the call. [↑](#footnote-ref-13)
13. For organisations. [↑](#footnote-ref-14)
14. E.g. non-profit, governmental body or international organisation, including whether they are a non-governmental organisation (i.e. a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union). [↑](#footnote-ref-15)
15. Add as many rows as co-applicants. [↑](#footnote-ref-16)
16. See footnote 24. [↑](#footnote-ref-17)
17. See footnote 24. [↑](#footnote-ref-18)
18. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-19)
19. The full application is composed of this full application form, the budget (Annex B), the logical framework (Annex C) and PADOR registration form (Annex F). [↑](#footnote-ref-20)
20. For restricted procedures only: when the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-21)
21. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s). [↑](#footnote-ref-22)
22. The impact is the long-term expected effect of the action fulfilling the overall objective. [↑](#footnote-ref-23)
23. Not applicable when the grant sought takes the form of financing not linked to costs only. [↑](#footnote-ref-24)
24. This information is only relevant for the costs-based actions or the costs-based component of hybrid actions. [↑](#footnote-ref-25)
25. Please note that references acquired in implementing service contracts cannot be presented in the tables in sections i) and ii). [↑](#footnote-ref-26)
26. 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-27)
27. 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-28)
28. Please note that references acquired in implementing service contracts cannot be presented in the tables in sections i) and ii). [↑](#footnote-ref-29)
29. 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-30)
30. 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-31)
31. 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-32)
32. To apply for a call for proposal, it is mandatory for the lead and co-applicants to register in the [Participant Register](https://webgate.ec.europa.eu/fpfis/wikis/display/FTPortal/Organisation%27s+roles+and+data). PIC number not applicable in indirect management where the Partner Country makes the payments. [↑](#footnote-ref-33)
33. 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-34)
34. For individuals. (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-35)
35. E.g. non-profit, governmental body, international organisation, including whether they are a non-governmental organisation (i.e. a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union). [↑](#footnote-ref-36)
36. A voluntary, independent from government, non-profit organisation, which is not a political party or a trade union. [↑](#footnote-ref-37)
37. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)>. This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-38)
38. To apply for a call for proposal, it is mandatory for the lead and co-applicants to register in the [Participant Register](https://webgate.ec.europa.eu/fpfis/wikis/display/FTPortal/Organisation%27s+roles+and+data). PIC number not applicable in indirect management where the Partner Country makes the payments. [↑](#footnote-ref-39)
39. 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-40)
40. For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-41)
41. See footnote 24. [↑](#footnote-ref-42)
42. A voluntary, independent from government, non-profit organisation, which is not a political party or a trade union. [↑](#footnote-ref-43)
43. [↑](#footnote-ref-44)
44. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)>. [↑](#footnote-ref-45)
45. E.g. non-profit, governmental body or international organisation, including whether they are a non-governmental organisation. [↑](#footnote-ref-46)
46. To apply for a call for proposal, it is mandatory for the lead and co-applicants to register in the [Participant Register](https://webgate.ec.europa.eu/fpfis/wikis/display/FTPortal/Organisation%27s+roles+and+data). PIC number not applicable in indirect management where the Partner Country makes the payments. [↑](#footnote-ref-47)
47. For individuals. [↑](#footnote-ref-48)
48. For organisations. [↑](#footnote-ref-49)
49. E.g. non-profit, governmental body, or international organisation, including whether they are a non-governmental organisation. [↑](#footnote-ref-50)
50. Add as many rows as co-applicant(s). [↑](#footnote-ref-51)
51. To apply for a call for proposal, it is mandatory for the lead and co-applicants to register in the [Participant Register](https://webgate.ec.europa.eu/fpfis/wikis/display/FTPortal/Organisation%27s+roles+and+data). PIC number not applicable in indirect management where the Partner Country makes the payments. [↑](#footnote-ref-52)
52. Only applicable for indirect management when the Partner Country makes payments. [↑](#footnote-ref-53)