



Contracting Authority:
Delegation of the European Union to the Republic of Serbia

EU Civil Society Facility Serbia Programme

Grant Application Form

Budget line: BGUE-B2014-22.025100-C8-ELARG DELSRB

Reference: EuropeAid/135807/DD/ACT/RS

Deadline for submission of concept notes: 26/05/2014

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

Title of the action:	
Number and title of lot	
Location(s) of the action:	<i><specify country(ies), region(s), area(s) or town(s) that will benefit from the Action></i>
Name of the applicant	
Nationality of the applicant ¹	

Dossier No	
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(for official use only)

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.

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

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

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

² To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit <http://ec.europa.eu/europeaid/onlineservices/pador>.

³ If an applicant has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number. If not, write 'N/A'.

⁴ E.g. non-profit, governmental body, international organisation.

⁵ Use one row for each co-applicant.

⁶ Use one row for each affiliated entity.

NOTICE

When processing your application, any personal data (e.g. names, addresses and CVs), will be recorded and processed if necessary in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless otherwise specified, your replies to the questions and any personal data are required only to evaluate your proposal in accordance with the Guidelines for the call for proposal and will be processed solely for that purpose by the data controller. Details concerning processing of your personal data are available in the privacy statement at

<http://aideprgp.cc.cec.eu.int:1261/europeaid/prag/annexes.do?group=A&locale=en>

The Controller of this call for proposals is the Head of Unit of DG ELARG E3

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

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

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

1.1. Summary of the action⁷

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

Title of the action:	
Lot: <i>- Please tick the box corresponding to the specific lot for which you are applying:</i>	Lot 1 <input type="checkbox"/> Lot 2 <input type="checkbox"/> Lot 3 <input type="checkbox"/>
Location(s) of the action: — <i>specify country(ies), region(s) that will benefit from the action</i>	
Total duration of the action (<i>months</i>):	
EU financing requested (amount)	EUR
EU financing requested as a percentage of total budget of the Action (indicative)	%
Objectives of the action	<Overall objective(s)> <Specific objective(s)>
Target group(s) ⁸	
Final beneficiaries ⁹	

⁷ Cover page as per template in page 1 should be attached as well

⁸ "Target groups" are the groups/entities who will directly benefit from the action at the action purpose level.

⁹ "Final beneficiaries" are those who will benefit from the action in the long term at the level of the society or sector at large.

Estimated results	
Main activities	

1.2. Description of the action (max 1 page)

Please provide all the following information:

Give the background to the preparation of the action.

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

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

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

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

1.3. Relevance of the action (max 3 pages)

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

Please provide all the following information:

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

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

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

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

Please provide all the following information:

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

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

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

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

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

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

Please provide all the following information:

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

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

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

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

1.3.4. Particular added-value elements

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



2 CHECKLIST FOR THE CONCEPT NOTE

EUROPEAID/135807/DD/ACT/RS, EU CIVIL SOCIETY FACILITY SERBIA PROGRAMME,
BGUE-B2014-22.025100-C8-ELARG DELSRB

ADMINISTRATIVE DATA	To be filled in by the applicant
<u>Name of the Applicant</u>	
EuropeAid ID number	
Nationality¹⁰/Country and date of registration¹¹	
Legal Entity File number¹²	
Legal status¹³	
<u>Co-applicant¹⁴</u>	
Name of the co-applicant	
EuropeAid ID number	
Nationality/Country and date of registration	
Legal Entity File number	
Legal status	
<u>Affiliated Entity¹⁵</u>	
Name of the Affiliated-Entity	
EuropeAid ID number	
Nationality/Country and date of registration	
Legal status:	
Specify to which entity you are affiliated (applicant and/or the co-applicant).	
Specify the kind of affiliation you have with that entity.	

¹⁰ For individuals.

¹¹ For organisations.

¹² If the applicant has already signed a contract with the European Commission.

¹³ E.g. non-profit, governmental body, or international organisation.

¹⁴ Add as many rows as co-applicant(s)

¹⁵ Add as many rows as affiliated entities

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 Applicant has been filled in and signed.		
3. The proposal is typed and is in English.		
4. One original and 2 copies are included.		
5. An electronic version of the concept note (CD-Rom) is enclosed.		
PART 2 (ELIGIBILITY)		
6. The action will be implemented in an eligible country.		
7. The duration of the action is between 12 months and 24 months (the minimum and maximum allowed).		
8. The requested contribution is between the minimum and maximum allowed. <ul style="list-style-type: none"> • Minimum amount: EUR 50,000 • Maximum amount (projects with financial support to third parties component): EUR 150,000 • Minimum percentage: 50 % of the total eligible costs of the action. • Maximum percentage: 90 % of the total eligible costs of the action 		
9. This Checklist and the Declaration by the Applicant have been filled in and sent with the Concept Note.		

3 DECLARATION BY THE APPLICANT FOR THE CONCEPT NOTE

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

- the applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the Guidelines for Applicants;
- the 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 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;
- if the requested amount is above EUR 60.000: [the 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 2.3.3 of the Practical Guide (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm. Furthermore, it is recognised and accepted that if the 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 Section 2.3.4 of the Practical Guide;]
- the applicant and each co-applicant(s) and affiliated entity(ies) are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the Guidelines for Applicants.;
- **the applicant and each co-applicant(s) and affiliated entity(ies) (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;**
- if recommended to be awarded a grant, the applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex G);
- the applicant, the co-applicant(s) and the affiliated entity(ies) are aware that, for the purposes of safeguarding the financial interests of the European Union, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

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

Signed on behalf of the 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 Checklist has been duly completed.		
Administrative compliance has been checked by: Date:		
<u>DECISION 1:</u> The Committee has decided to evaluate the Concept Note, which has passed the administrative check.		
The Concept Note has been evaluated by: Date:		
<u>DECISION 2:</u> The Committee has decided to recommend evaluation of the full application form.		



PART B. FULL APPLICATION FORM

**only to be completed by applicants who receive an invitation to submit a full proposal
(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	<i>Enter EuropeAid reference for the Call for Proposals</i>
Title of the Call for Proposals	<i>Enter the title of the Call for Proposals</i>
Name of the applicant	
Number of the proposal¹⁶	<i>Number/not applicable (open procedures)</i>
Title of the action	
Location of the action <i>-specify country(ies) region(s) that will benefit from the action</i>	
Number of the Lot	

¹⁶ For restricted procedures only; when the Contracting Authority has evaluated the Concept Note it informs the applicant of the outcome and allocates a proposal number.

2 THE ACTION¹⁷

2.1. Description of the Action

2.1.1. Description (max 13 pages)

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

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

2.1.2. Methodology (max 5 pages)

Describe in detail:

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

¹⁷ The evaluation committee will refer to information provided in the Concept Note as regards objectives and the relevance of the action.

- the planned activities in order to ensure the visibility of the action and the EU funding.

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

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

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

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

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

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

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

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

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

3

Preparation Activity 3 (title)									co-applicant and/or affiliated entity
Etc.									

2.1.4. Sustainability of the action (max 3 pages)

Provide **all the** information requested below:

- Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
- Describe the main preconditions and assumptions during and after the implementation phase.
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:
 - a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.
 - b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local 'ownership' of action outcomes.
 - c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).
 - d. Environmental sustainability: what impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

2.1.5. Logical Framework

Please fill in Annex C¹⁸ to the Guidelines for Applicants.

¹⁸ Explanations can be found at the following address: http://ec.europa.eu/europeaid/reports/index_en.pdf.

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.

2.1.7. 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.

i) For similar actions.

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

Maximum 1 page per action.

Name of the applicant:					
Project title:		Sector (see Section 3.2.2 of Section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Donors to the action (name)¹⁹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

ii) Other actions

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

Maximum 1 page per action and maximum 10 actions.

¹⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Name of the applicant:					
Project title:		Sector (see Section 3.2.2 of Section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Donors to the action (name)²⁰	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

2.1.8. 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.

i) For similar actions.

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

Maximum 1 page per action.

Name of the co-applicant:					
Project title:		Sector (see Section 3.2.2 of Section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Donors to the action (name)²¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

ii) Other actions

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

²⁰ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

²¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Maximum 1 page per action and maximum 10 actions.

Name of the co-applicant:					
Project title:		Sector (see Section 3.2.2 of Section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Donors to the action (name)²²	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

2.3. 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.

i) For similar actions.

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

Maximum 1 page per action.

Name of the affiliated entity:					
Project title:		Sector (see Section 3.2.2 of Section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Donors to the action (name)²³	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

ii) Other actions

²² If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

²³ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Please provide a detailed description of other actions managed by your organisation in the past three years.
Maximum 1 page per action and maximum 10 actions

Name of the affiliated entity:					
Project title:		Sector (see Section 3.2.2 of Section 3):			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Donors to the action (name)²⁴	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

²⁴ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

3 THE APPLICANT

EuropeAid ID number ²⁵	
Name of the organisation	

3.1. Identity

The applicant's contact details for the purpose of this action	
Legal Entity File number ²⁶	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration ²⁷ / Nationality ²⁸	
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.

²⁵ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority.

²⁶ If the applicant has already signed a contract with the European Commission.

²⁷ For organisations. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please give reasons for its location].

²⁸ For individuals. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please give reasons for its location].

Where the European Commission is the Contracting Authority: The applicant must enter the information in points 3.2, 3.3 and 3.4 when registering in PADOR, so they need not complete these in the paper application. See also Section 2.2 of the Guidelines for Applicants.

3.2. Profile

Legal status	
Profit-Making	<input type="checkbox"/> Yes <input type="checkbox"/> No
NGO	<input type="checkbox"/> Yes <input type="checkbox"/> No
Value based²⁹	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organisation / network entity ³⁰ <input type="checkbox"/> No, independent

3.2.1. Category

Category³¹	Public	Private
	<input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation	Implementation Agency University/Education Research Institute Think Tank Foundation Association Media Network/Federation Professional and/or Industrial Organisation Trade Union Cultural Organisation Commercial Organisation Other Non-State Actor

²⁹ Please choose only one set of values.

³⁰ E.g. confederation / federation / alliance.

³¹ Please specify (1) the sector to which your organisation belongs, as defined in its statutes (or equivalent document): public (established and/or funded by a public body) OR private (established and/or funded by a private entity); (2) in the appropriate column, the category to which your organisation belongs (one choice only).

3.2.2. Sector(s)³²

<input type="checkbox"/>	11		Education
<input type="checkbox"/>		111	Education, level unspecified
<input type="checkbox"/>		11110	Education Policy & Admin. Management
<input type="checkbox"/>		11120	Education Facilities And Training
<input type="checkbox"/>		11130	Teacher Training
<input type="checkbox"/>		11182	Educational Research
<input type="checkbox"/>		112	Basic education
<input type="checkbox"/>		11220	Primary Education
<input type="checkbox"/>		11230	Basic life skills for youth and adults
<input type="checkbox"/>		11240	Early childhood education
<input type="checkbox"/>		113	Secondary education
<input type="checkbox"/>		11320	Secondary education
<input type="checkbox"/>		11330	Vocational Training
<input type="checkbox"/>		114	Post-secondary education
<input type="checkbox"/>		11420	Higher Education
<input type="checkbox"/>		11430	Advanced Tech. & Managerial Training
<input type="checkbox"/>	12		Health
<input type="checkbox"/>		121	Health, general
<input type="checkbox"/>		12110	Health Policy & Admin. Management
<input type="checkbox"/>		12181	Medical education/training
<input type="checkbox"/>		12182	Medical Research
<input type="checkbox"/>		12191	Medical Services
<input type="checkbox"/>		122	Basic health
<input type="checkbox"/>		12220	Basic Health Care
<input type="checkbox"/>		12230	Basic Health Infrastructure
<input type="checkbox"/>		12240	Basic Nutrition
<input type="checkbox"/>		12250	Infectious Disease Control
<input type="checkbox"/>		12261	Health Education
<input type="checkbox"/>		12281	Health Personnel Development
<input type="checkbox"/>	13		Population programmes
<input type="checkbox"/>		130	Population polices/programmes and reproductive health
<input type="checkbox"/>		13010	Population Policy And Admin. Mgmt
<input type="checkbox"/>		13020	Reproductive Health Care
<input type="checkbox"/>		13030	Family planning
<input type="checkbox"/>		13040	Std Control Including HIV/Aids
<input type="checkbox"/>		13081	Personnel development for population & reproductive health
<input type="checkbox"/>	14		Water Supply and Sanitation
<input type="checkbox"/>		140	Water supply and sanitation
<input type="checkbox"/>		14010	Water Resources Policy/Admin. Mgmt
<input type="checkbox"/>		14015	Water Resources Protection
<input type="checkbox"/>		14020	Water supply & sanitation — Large systems
<input type="checkbox"/>		14030	Basic drinking water supply & basic sanitation
<input type="checkbox"/>		14040	River Development
<input type="checkbox"/>		14050	Waste Management/Disposal
<input type="checkbox"/>		14081	Education & training in water supply and sanitation
<input type="checkbox"/>	15		Government and Civil Society
<input type="checkbox"/>		151	Government and civil society, general

³² Please tick the box for each sector your organisation has been active in the past 7 years. The sectors come from the DAC list set up by the OECD.

<input type="checkbox"/>		15110	Economic and development policy/planning
<input type="checkbox"/>		15120	Public sector financial management
<input type="checkbox"/>		15130	Legal and judicial development
<input type="checkbox"/>		15140	Government administration
<input type="checkbox"/>		15150	Strengthening civil society
<input type="checkbox"/>		15161	Elections
<input type="checkbox"/>		15162	Human Rights
<input type="checkbox"/>		15163	Free Flow Of Information
<input type="checkbox"/>		15164	Women's equality organisations and institutions
<input type="checkbox"/>	152		Conflict prevention an resolution, peace and security
<input type="checkbox"/>		15210	Security system management and reform
<input type="checkbox"/>		15220	Civilian peace-building, conflict prevention and resolution
<input type="checkbox"/>		15230	Post-conflict peace-building (UN)
<input type="checkbox"/>		15240	Reintegration and SALW control
<input type="checkbox"/>		15250	Land mine clearance
<input type="checkbox"/>		15261	Child soldiers (prevention and demobilisation)
<input type="checkbox"/>	16		Other Social Infrastructure and Service
<input type="checkbox"/>		16010	Social/welfare services
<input type="checkbox"/>		16020	Employment policy and admin. mgmt.
<input type="checkbox"/>		16030	Housing policy and admin. management
<input type="checkbox"/>		16040	Low-cost housing
<input type="checkbox"/>		16050	Multisector aid for basic social services
<input type="checkbox"/>		16061	Culture and recreation
<input type="checkbox"/>		16062	Statistical capacity building
<input type="checkbox"/>		16063	Narcotics control
<input type="checkbox"/>		16064	Social mitigation of HIV/AIDS
<input type="checkbox"/>	21		Transport and Storage
<input type="checkbox"/>		210	Transport and storage
<input type="checkbox"/>		21010	Transport Policy & Admin. Management
<input type="checkbox"/>		21020	Road Transport
<input type="checkbox"/>		21030	Rail Transport
<input type="checkbox"/>		21040	Water Transport
<input type="checkbox"/>		21050	Air Transport
<input type="checkbox"/>		21061	Storage
<input type="checkbox"/>		21081	Education & Training In Transport & Storage
<input type="checkbox"/>	22		Communications
<input type="checkbox"/>		220	Communications
<input type="checkbox"/>		22010	Communications Policy & Admin. Mgmt
<input type="checkbox"/>		22020	Telecommunications
<input type="checkbox"/>		22030	Radio/Television/Print Media
<input type="checkbox"/>		22040	Information and communication technology (ICT)
<input type="checkbox"/>	23		Energy
<input type="checkbox"/>		230	Energy generation and supply
<input type="checkbox"/>		23010	Energy Policy And Admin. Management
<input type="checkbox"/>		23020	Power Generation/Non-Renewable Sources
<input type="checkbox"/>		23030	Power Generation/Renewable Sources
<input type="checkbox"/>		23040	Electrical Transmission/Distribution
<input type="checkbox"/>		23050	Gas distribution
<input type="checkbox"/>		23061	Oil-Fired Power Plants
<input type="checkbox"/>		23062	Gas-Fired Power Plants
<input type="checkbox"/>		23063	Coal-Fired Power Plants
<input type="checkbox"/>		23064	Nuclear Power Plants
<input type="checkbox"/>		23065	Hydro-electric Power Plants

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<input type="checkbox"/>		23066	Geothermal energy
<input type="checkbox"/>		23067	Solar energy
<input type="checkbox"/>		23068	Wind power
<input type="checkbox"/>		23069	Ocean power
<input type="checkbox"/>		23070	Biomass
<input type="checkbox"/>		23081	Energy education/training
<input type="checkbox"/>		23082	Energy research
<input type="checkbox"/>	24		Banking and Financial Services
<input type="checkbox"/>		240	Banking and financial services
<input type="checkbox"/>		24010	Financial Policy & Admin. Management
<input type="checkbox"/>		24020	Monetary institutions
<input type="checkbox"/>		24030	Formal Sector Financial Institutions
<input type="checkbox"/>		24040	Informal/Semi-Formal Financial intermediaries
<input type="checkbox"/>		24081	Education/training in banking & fin. services
<input type="checkbox"/>	25		Business and Other Services
<input type="checkbox"/>		250	Business and other services
<input type="checkbox"/>		25010	Business support services and institutions
<input type="checkbox"/>		25020	Privatisation
<input type="checkbox"/>	31		Agriculture, Forestry and Fishing
<input type="checkbox"/>		311	Agriculture
<input type="checkbox"/>		31110	Agricultural Policy And Admin. Mgmt
<input type="checkbox"/>		31120	Agricultural development
<input type="checkbox"/>		31130	Agricultural Land Resources
<input type="checkbox"/>		31140	Agricultural Water Resources
<input type="checkbox"/>		31150	Agricultural inputs
<input type="checkbox"/>		31161	Food Crop Production
<input type="checkbox"/>		31162	Industrial Crops/Export Crops
<input type="checkbox"/>		31163	Livestock
<input type="checkbox"/>		31164	Agrarian reform
<input type="checkbox"/>		31165	Agricultural alternative development
<input type="checkbox"/>		31166	Agricultural extension
<input type="checkbox"/>		31181	Agricultural Education/Training
<input type="checkbox"/>		31182	Agricultural Research
<input type="checkbox"/>		31191	Agricultural services
<input type="checkbox"/>		31192	Plant and post-harvest protection and pest control
<input type="checkbox"/>		31193	Agricultural financial services
<input type="checkbox"/>		31194	Agricultural cooperatives
<input type="checkbox"/>		31195	Livestock/Veterinary Services
<input type="checkbox"/>		312	Forestry
<input type="checkbox"/>		31210	Forestry Policy & Admin. Management
<input type="checkbox"/>		31220	Forestry development
<input type="checkbox"/>		31261	Fuel wood/charcoal
<input type="checkbox"/>		31281	Forestry education/training
<input type="checkbox"/>		31282	Forestry research
<input type="checkbox"/>		31291	Forestry services
<input type="checkbox"/>		313	Fishing
<input type="checkbox"/>		31310	Fishing Policy And Admin. Management
<input type="checkbox"/>		31320	Fishery development
<input type="checkbox"/>		31381	Fishery education/training
<input type="checkbox"/>		31382	Fishery research
<input type="checkbox"/>		31391	Fishery services
<input type="checkbox"/>	32		Industry, Mining and Construction
<input type="checkbox"/>		321	Industry

<input type="checkbox"/>			32110	Industrial Policy And Admin. Mgmt
<input type="checkbox"/>			32120	Industrial development
<input type="checkbox"/>			32130	Small and medium-sized enterprises (SME) development
<input type="checkbox"/>			32140	Cottage industries and handicraft
<input type="checkbox"/>			32161	Agro-Industries
<input type="checkbox"/>			32162	Forest industries
<input type="checkbox"/>			32163	Textiles — leather & substitutes
<input type="checkbox"/>			32164	Chemicals
<input type="checkbox"/>			32165	Fertiliser plants
<input type="checkbox"/>			32166	Cement/lime/plaster
<input type="checkbox"/>			32167	Energy manufacturing
<input type="checkbox"/>			32168	Pharmaceutical production
<input type="checkbox"/>			32169	Basic metal industries
<input type="checkbox"/>			32170	Non-ferrous metal industries
<input type="checkbox"/>			32171	Engineering
<input type="checkbox"/>			32172	Transport equipment industry
<input type="checkbox"/>			32182	Technological research and development
<input type="checkbox"/>		322		Mineral resources and mining
<input type="checkbox"/>			32210	Mineral/Mining Policy & Admin. Mgmt
<input type="checkbox"/>			32220	Mineral Prospection And Exploration
<input type="checkbox"/>			32261	Coal
<input type="checkbox"/>			32262	Oil and gas
<input type="checkbox"/>			32263	Ferrous metals
<input type="checkbox"/>			32264	Non-ferrous metals
<input type="checkbox"/>			32265	Precious metals/materials
<input type="checkbox"/>			32266	Industrial minerals
<input type="checkbox"/>			32267	Fertiliser minerals
<input type="checkbox"/>			32268	Offshore minerals
<input type="checkbox"/>		323		Construction
<input type="checkbox"/>			32310	Construction Policy And Admin. Mgmt
<input type="checkbox"/>	33			Trade and Tourism
<input type="checkbox"/>		331		Trade policy and regulation
<input type="checkbox"/>			33110	Trade Policy And Admin. Management
<input type="checkbox"/>			33120	Trade facilitation
<input type="checkbox"/>			33130	Regional trade agreements (RTAs)
<input type="checkbox"/>			33140	Multilateral trade negotiation
<input type="checkbox"/>			33181	Trade education & training
<input type="checkbox"/>		332		Tourism
<input type="checkbox"/>			33210	Tourism Policy And Admin. Management
<input type="checkbox"/>	41			General Environment Protection
<input type="checkbox"/>		410		General environmental protection
<input type="checkbox"/>			41010	Environmental Policy And Admin. Mgmt
<input type="checkbox"/>			41020	Biosphere protection
<input type="checkbox"/>			41030	Bio-diversity
<input type="checkbox"/>			41040	Site Preservation
<input type="checkbox"/>			41050	Flood Prevention/Control
<input type="checkbox"/>			41081	Environmental education/training
<input type="checkbox"/>			41082	Environmental research
<input type="checkbox"/>	43			Other multisector
<input type="checkbox"/>		430		Other multisector
<input type="checkbox"/>			43010	Multisector Aid
<input type="checkbox"/>			43030	Urban Development And Management
<input type="checkbox"/>			43040	Rural Development

<input type="checkbox"/>		43050	Non-agricultural alternative development
<input type="checkbox"/>		43081	Multisector education/training
<input type="checkbox"/>		43082	Research/scientific institutions
<input type="checkbox"/>	51		General budget support
<input type="checkbox"/>		510	General budget support
<input type="checkbox"/>		51010	General budget support
<input type="checkbox"/>	52		Development food aid/food security
<input type="checkbox"/>		520	Development food aid/food security assistance
<input type="checkbox"/>		52010	Food Aid / Food Security Programmes
<input type="checkbox"/>	53		Other commodity assistance
<input type="checkbox"/>		530	Other commodity assistance
<input type="checkbox"/>		53030	Import support (capital goods)
<input type="checkbox"/>		53040	Import support (commodities)
<input type="checkbox"/>	60		Action relating to debt
<input type="checkbox"/>		600	Action relating to debt
<input type="checkbox"/>		60010	Action relating to debt
<input type="checkbox"/>		60020	Debt forgiveness
<input type="checkbox"/>		60030	Relief of multilateral debt
<input type="checkbox"/>		60040	Rescheduling and refinancing
<input type="checkbox"/>		60061	Debt for development swap
<input type="checkbox"/>		60062	Other debt swap
<input type="checkbox"/>		60063	Debt buy-back
<input type="checkbox"/>	72		Emergency and distress relief
<input type="checkbox"/>		720	Emergency and distress relief
<input type="checkbox"/>		72010	Material relief assistance and services
<input type="checkbox"/>		72040	Emergency food aid
<input type="checkbox"/>		72050	Relief coordination; protection and support services
<input type="checkbox"/>	73		Reconstruction relief and rehabilitation
<input type="checkbox"/>		730	Reconstruction relief and rehabilitation
<input type="checkbox"/>		73010	Reconstruction relief and rehabilitation
<input type="checkbox"/>	74		Disaster prevention and preparedness
<input type="checkbox"/>		740	Disaster prevention and preparedness
<input type="checkbox"/>		74010	Disaster prevention and preparedness
<input type="checkbox"/>	91		Administrative costs of donors
<input type="checkbox"/>		910	Administrative costs of donors
<input type="checkbox"/>		91010	Administrative Costs
<input type="checkbox"/>	92		Support to NGO
<input type="checkbox"/>		920	Support to NGO
<input type="checkbox"/>		92010	Support to national NGOs
<input type="checkbox"/>		92020	Support to international NGOs
<input type="checkbox"/>		92030	Support to local and regional NGOs
<input type="checkbox"/>	93		Refugees
<input type="checkbox"/>		930	Refugees (in donor countries)
<input type="checkbox"/>		93010	Refugees (in donor countries)
<input type="checkbox"/>	99		Unallocated/unspecified
<input type="checkbox"/>		998	Unallocated/unspecified
<input type="checkbox"/>		99810	Sectors Not Specified
<input type="checkbox"/>		99820	Promotion of Development Awareness

3.2.3. Target group(s)

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

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3.3. Capacity to manage and implement actions

3.3.1. Experience by sector

Sector	Year(s) of Experience	Experience in the past 7 years	Number of Projects in the past 7 years	Estimated amount (in thousand euros) in the past 7 years
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

3.3.2. Experience by geographical area

By geographical area (country or region)	Year(s) of experience	Number of projects in this geographical area in the past 7 years	Estimated amount (in thousand euros) invested in this geographical area in the past 7 years
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

Indicative list of regions

- Europe EU
- Europe non-EU
- Eastern Europe
- Central America
- South America
- South-East Asia
- North-East Asia
- South Asia
- Central Asia
- Mediterranean
- Gulf Countries
- Eastern Africa
- Central Africa
- Western Africa

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	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

- Southern Africa
- Indian Ocean
- Caribbean
- Pacific

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

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

3.3.3. Resources

• **Financial data**

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

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (<1 year)
N ³³						
N-1						
N-2						

³³ N = previous financial year.

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• **Financing Source(s)**

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

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

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

Year	Name of approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy
N — 1		From dd/mm/yyyy to dd/mm/yyyy
N — 2		From dd/mm/yyyy to dd/mm/yyyy

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- **Number of staff (full-time equivalent)**
please tick one option for each type of staff

Type of staff	Paid	Unpaid
HQ Staff: recruited and based in Headquarters (located in Developed Country)	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Local staff: recruited and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A

3.4. List of the management board/committee of your organisation

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

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4 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 number³⁴	
Name of the organisation	
All co-applicant(s) must encode the information below under their PADOR registration. See also Section 2.2 of the Guidelines for Applicants.	
The co-applicant's contact details for the purpose of this action	
Legal Entity File number³⁵	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration³⁶ / Nationality³⁷	
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 <input type="checkbox"/> Yes <input type="checkbox"/> No.

³⁴ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/online services/pador/index_en.htm. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority.

³⁵ If the co-applicant has already signed a contract with the European Commission.

³⁶ For organisations. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please justify its location].

³⁷ For individuals. [If not in one of the countries listed in Section 2.1.1 of the Guidelines, please justify its location].

	NGO <input type="checkbox"/> Yes <input type="checkbox"/> No.
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organisation / network entity ³⁸ <input type="checkbox"/> No, independent
History of cooperation with the applicant	
Category (Refer to Section 3.2.1)	
Sector(s) (Refer to Section 3.2.2)	
Target group(s) (Refer to Section 3.2.3)	

4.1. Capacity to manage and implement actions

4.2. Experience by sector

Sector	Year(s) of Experience	Experience in the past 7 years	Number of Projects in the past 7 years	Estimated amount (in thousand euros) in the past 7 years
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50

³⁹ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/online-services/pador/index_en.htm. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority.

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			<input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
--	--	--	--	--

Experience by geographical area

By geographical area (country or region)	Year(s) of experience	Number of projects in this geographical area in the past 7 years	Estimated amount (in thousand euros) invested in this geographical area in the past 7 years
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

Indicative list of regions

- Europe EU
- Europe non-EU
- Eastern Europe
- Central America
- South America
- South-East Asia
- North-East Asia
- South Asia
- Central Asia
- Mediterranean
- Gulf Countries
- Eastern Africa
- Central Africa
- Western Africa
- Southern Africa
- Indian Ocean
- Caribbean
- Pacific

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

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

3

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

Mandate (for co-applicant(s))

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

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

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

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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 ³⁹	
Full legal name	
All affiliated entity(ies) must encode the information below under their PADOR registration. See also Section 2.2 of the Guidelines for Applicants.	
Date of Registration	
Place of Registration	
Legal status	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No. NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
If fulfilling the criteria and conditions to be considered as affiliated entity(ies) ⁴⁰ specify to which entity you are affiliated (applicant/co-applicant) detailing the specific nature of the affiliation(i.e. parent entity, family organisation / network entity, etc) and, if any, its EuropeAid ID	
Official address of Registration ⁴¹	
Country of Registration ⁴² / Nationality ⁴³	
Contact person	
Telephone number: country code + city code + number	

³⁹ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/online-services/pador/index_en.htm. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority.

⁴⁰ As described in point 2.1.2. of the Guidelines.

⁴¹ If not in one of the countries listed in Section 2.1.1 of the Guidelines, please justify its location.

⁴² For organisations.

⁴³ For individuals.

Fax number: country code + city code + number	
E-mail address	
Number of employees	
History of cooperation with the applicant/co-applicant	
Category (refer to Section 3.2.1)	
Sector(s) (refer to Section 3.2.2)	
Target group(s) (refer to Section 3.2.3 3)	

5.2. Capacity to manage and implement actions

5.3. Experience by sector

Sector	Year(s) of Experience	Experience in the past 7 years	Number of Projects in the past 7 years	Estimated amount (in thousand euros) in the past 7 years
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

Experience by geographical area

By	Year(s) of	Number of	Estimated
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Indicative list of regions

3

geographical area (country or region)	experience	projects in this geographical area in the past 7 years	amount (in thousand euros) invested in this geographical area in the past 7 years
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown

- Europe EU
- Europe non-EU
- Eastern Europe
- Central America
- South America
- South-East Asia
- North-East Asia
- South Asia
- Central Asia
- Mediterranean
- Gulf Countries
- Eastern Africa
- Central Africa
- Western Africa
- Southern Africa
- Indian Ocean
- Caribbean
- Pacific

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

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

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

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5.4. Affiliated entity(ies)'s Statement

To ensure that the action runs smoothly, the Delegation of the European Union to the Republic of Serbia (Contracting Authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

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

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

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

6 ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

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

	Associate 1
Full legal name	
EuropeAid ID number⁴⁴	
Country of Registration	
Legal status⁴⁵	
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	

⁴⁴ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm.

⁴⁵ E.g. non-profit, governmental body or international organisation.



7 CHECKLIST FOR THE FULL APPLICATION FORM
EUROPEAID/135807/DD/ACT/RS, EU CIVIL SOCIETY FACILITY SERBIA PROGRAMME,
BGUE-B2014-22.025100-C8-ELARG DELSRB

ADMINISTRATIVE DATA <u>Name of the Applicant</u> EuropeAid ID number Nationality ⁴⁶ /Country and date of registration ⁴⁷ Legal Entity File number ⁴⁸ Legal status ⁴⁹	To be filled in by the applicant
<u>Co-applicant⁵⁰</u> Name of the co-applicant EuropeAid ID number Nationality/Country and date of registration Legal Entity File number Legal status	
<u>Affiliated Entity⁵¹</u> Name of the Affiliated-Entity EuropeAid ID number Nationality/Country and date of registration Legal status: Specify to which entity you are affiliated (applicant and/or the co-applicant). Specify the kind of affiliation you have with that entity.	

⁴⁶ For individuals.

⁴⁷ For organisations.

⁴⁸ If the applicant has already signed a contract with the European Commission.

⁴⁹ E.g. non-profit, governmental body, or international organisation.

⁵⁰ Add as many rows as co-applicant(s)

⁵¹ Add as many rows as affiliated entities

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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 Applicant has been filled in and signed.			
3. The proposal is typed and is in English.			
4. One original and 2 copies are included			
5. An electronic version of the proposal (CD-Rom) is enclosed			
6. Each co-applicant has completed and signed the mandate and the mandate is included. <Please write 'Not applicable' (NA) if you have no co-applicant(s)>			
7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included.<Please write 'Not applicable' (NA) if you have no affiliated entity(ies) >			
8. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.			
9. The logical framework has been completed and is enclosed.			
PART 2 (ELIGIBILITY)			
10. The duration of the action is between 12 months and 24 months (the minimum and maximum allowed).			
11. The requested contribution is between 50,000 EUR and 150,000 EUR (including for actions with financial support to third parties component) (the minimum and maximum allowed).			
12. The requested contribution is between 50% and 90% of the estimated total eligible costs (minimum and maximum percentage allowed).			
13. The total amount of financing requested on the basis of simplified cost options does not exceed EUR 60 000 per each applicant.			
14. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.			

8 DECLARATION BY THE APPLICANT

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

- the applicant has the sources of financing specified in Section 2 of the Guidelines for Applicants;
- the applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the applicant certifies the legal statues of the applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
- the applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the Guidelines for Applicants;
- the applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
- the applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- if the requested amount is above EUR 60.000 the applicant and 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 2.3.3 of the Practical Guide (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm. Furthermore, it is recognised and accepted that if the 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 Section 2.3.4 of the Practical Guide;
- the applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the Guidelines for Applicants.
- **the applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;**
- if recommended to be awarded a grant, the applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex G);
- the applicant, the co-applicant(s) and the affiliated entity(ies) are aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

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

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

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

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

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	



9 ASSESSMENT GRID FOR THE FULL APPLICATION FORM

(TO BE USED BY THE CONTRACTING AUTHORITY)

	YES	NO
OPENING & ADMINISTRATIVE CHECK		
1. The submission deadline has been met.		
2. The checklist for the application form has been duly completed.		
DECISION: The Committee has decided to evaluate the full application form, which passed the administrative checks.		
Administrative compliance has been checked by: Date:		
EVALUATION OF THE FULL APPLICATION FORM		
DECISION: A. The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the Committee has recommended eligibility checking.		
B. The proposal has been put on the reserve list as one of the top ranked proposals and the Committee has recommended eligibility checking		
The proposal has been evaluated by: Date:		
ELIGIBILITY VERIFICATION		
3. The checklist for the application form has been duly completed.		
4. The applicant satisfies the eligibility criteria in section 2.1.1		
5. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1.		
6. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.3.		
7. The supporting documents listed below were submitted in accordance with the Guidelines (Section 2.4)		
a. The applicant's statutes		
b. The statutes or articles of association of the co-applicants and the affiliated entity(ies)		
c. The applicant's external audit report (if applicable)		
d. The Legal Entity File (see Annex D to the Guidelines for Applicants) has been duly completed and signed by the applicants and the supporting documents requested have been enclosed.		
e. A Financial Identification Form (see Annex E of the Guidelines for Applicants).		
f. Copy of the applicant's latest accounts.		
Eligibility has been assessed by: Date:		
DECISION: The Committee has checked the proposal's eligibility under the criteria laid down in the Guidelines for Applicants and has selected the proposal for funding.		

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