

**Contracting Authority: European Commission**

## **INFORMATION AND COMMUNICATION 2015**

### **ANNEX A.2 – Full application form<sup>1</sup>**

Budget line: 22.020401

Reference:

EuropeAid/151845/DD/ACT/RS

Dossier No	
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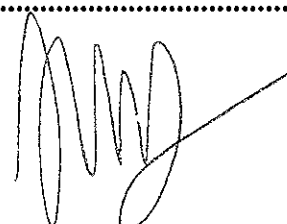
(for official use only)

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<sup>1</sup> To obtain information about the deadline for submission, please see section 2.2 of the guidelines.

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# FULL APPLICATION FORM

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

## 1 General information

Reference of the call for proposals	<i>Enter EuropeAid reference for the call for proposals</i>
[Lot number you are applying to:]	<i>e.g. Lot n° 2</i>
Number of the proposal <sup>2</sup>	<i>Number applicable for Restricted procedure only.</i>
Name of the lead applicant	
Title of the action	
Location of the action	[Do not fill in here if you are applying via PROSPECT] <i>specify country(ies) region(s) that will benefit from the action</i>
Duration of the action	[Do not fill in here if you are applying via PROSPECT]

## 2 The action<sup>3</sup>

### 2.1. Description of the action

#### 2.1.1. Description (max 13 pages)

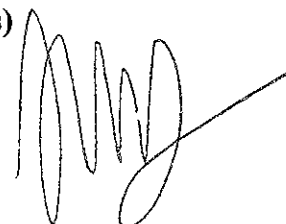
<insert text here>

#### 2.1.2. Methodology (max 5 pages)

<insert text here>

#### 2.1.3. Indicative action plan for implementing the action (max 4 pages)

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



<sup>2</sup> When the Contracting Authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number.

<sup>3</sup> The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action.

Year 1													
Activity	Half-year 1					Half-year 2							
	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												
	example												Implementing body
Example	example												Example
Execution Activity 1 (title)													co-applicant and/or affiliated entity
Execution Activity 2 (title)													co-applicant and/or affiliated entity
Preparation Activity 3 (title)													co-applicant and/or affiliated entity
Etc.													

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

<insert text here>

#### **2.1.5. Logical Framework**

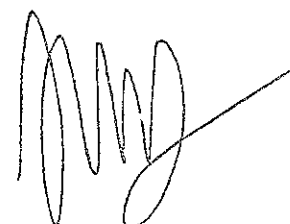
Please fill in Annex C to the guidelines for applicants.

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

Please fill in Annex B to the guidelines for applicants

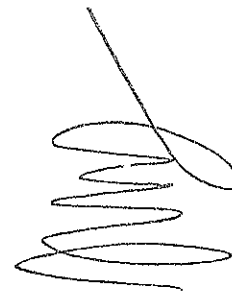
### **2.2. Experience**

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

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

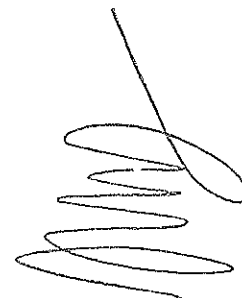
<b>Name of the organisation:</b> Lead applicant <input type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
<b>Project title:</b>					
<b>Sector (ref. list of sectors in Sectorial experience in PADOR):</b>					
<b>Location</b> ...	<b>Cost of the action (EUR)</b> ...	<b>Role: Coordinator, co-beneficiary, affiliated entity</b> ...	<b>Donors to the action (name)<sup>4</sup></b> ...	<b>Amount contributed (by donor)</b> ...	<b>Dates (from..to) dd/mm/yyyy</b> ...
<b>Objectives and results of the action</b>					



<sup>4</sup> If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

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

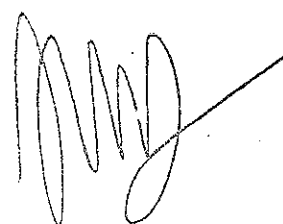
<b>Name of the organisation:</b> Lead applicant <input type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
Project title:					
Sector (ref. list of sectors in Sectorial experience in PADOR):					
Location	Cost of the action (EUR)	Role: Coordinator, co-beneficiary, affiliated entity	Donors to the action (name) <sup>5</sup>	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
...	...	...	...	...	...
Objectives and results of the action					



<sup>5</sup> If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

#### 4 Associates participating in the action

	Associate <...>
Full legal name	
EuropeAid ID number <sup>6</sup>	
Country of Registration	
Legal status <sup>7</sup>	
Official address	
Contact person	
Tel: country code + city code + number	
Fax: country code + city code + number	
E-mail address	
Number of employees	
Experience of similar actions, in relation to role in implementing the proposed action	
History of cooperation with the applicants	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	



<sup>6</sup> This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit [http://ec.europa.eu/europeaid/pador\\_en](http://ec.europa.eu/europeaid/pador_en)

<sup>7</sup> E.g. non-profit, governmental body or international organisation.



## 5 Declarations

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

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

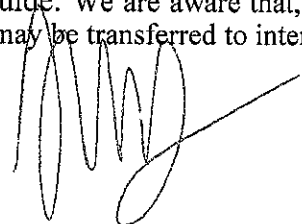
1. the lead applicant has the sources of financing specified in section 2 of the Guidelines for Applicants;
2. the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
3. the lead applicant certifies the legal statutes of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3 and 4 of this application;
4. the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in section 2 of the Guidelines for Applicants;
5. the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
6. the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
7. if the requested amount is above EUR 60.000 the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in section 2.3.3 of the Practical Guide (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>). Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with section 2.3.4 of the Practical Guide;
8. the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the guidelines for applicants.
9. **the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
10. if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (annex G) (or the PA Grant Agreement, where applicable);

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

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

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

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.3.3.1 of the Practical Guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % 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 conditions set in Section 2.3.4 of the Practical Guide. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal



audit services, to the Early Detection and Exclusion System, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

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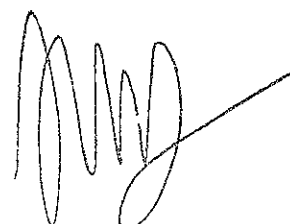
**Name:**

**Position:**

**Signature:**

**Date and place:**

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

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

The co-applicant authorises the lead applicant <indicate the name of the organisation> to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) (or a PA Grant Agreement, where applicable) with the European Commission ("Contracting Authority"), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

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

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**Name:**

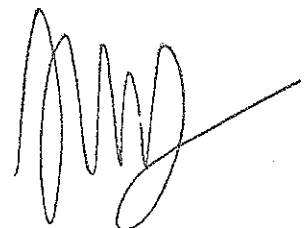
**Organisation:**

**Position:**

**Signature:**

**Date and place:**

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### 5.3. Affiliated entity(ies)

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

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

To ensure that the action runs smoothly, the European Commission (Contracting Authority) requires all affiliated entity(ies) to acknowledge the principles of set out below:

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

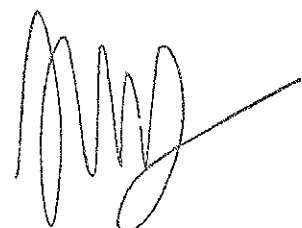
**Organisation:**

**Position:**

**Signature:**

**Date and place:**

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## INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION

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

### 1 General information

Please fill in the table.

### 2 The action

#### 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)/impact and specific objective(s)/outcome, possible intermediary outcomes, outputs described in the concept note:

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

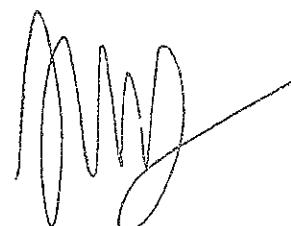
Only for restricted calls for proposals:

- iv. Describe/highlight eventual changes of the information provided in the concept note.

##### 2.1.2. Methodology (max 5 pages)

Describe in detail:

- i. the methods of implementation and rationale for such methodology;



- ii. 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);
- iii. 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);
- iv. the procedures for follow up and internal/external evaluation;
- v. 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;
- vi. 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);
- vii. the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);
- viii. the attitudes of all stakeholders towards the action in general and the activities in particular;
- ix. the planned activities in order to ensure the visibility of the action and the EU funding.

### **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.

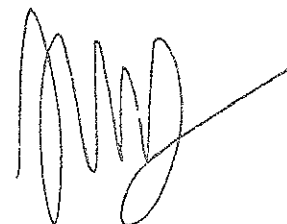
It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

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 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).

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

Provide **all the** information requested below:



- i. 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.?).
- ii. Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any intended dissemination channel.
- iii. 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.
- iv. Describe the main preconditions and assumptions during and after the implementation phase.
- v. 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**

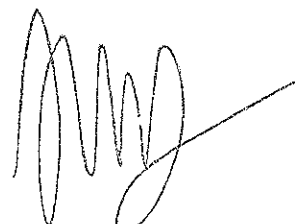
Please fill in Annex C to the guidelines for applicants.

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

Fill in Annex B to the guidelines for applicants to provide information on:

- i. the budget of the action (worksheet 1), for the total duration of the action and for its first ~~<12/~~<sup>more specify></sup> months;
- ii. justification of the budget (worksheet 2), for the total duration of the action, and
- iii. 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 and 2.1.4).



## **2.2. Experience**

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

**(i) Experience in similar actions in the past 3 years:** Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by:

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

**Maximum 1 page per action.**

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

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

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

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

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

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

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

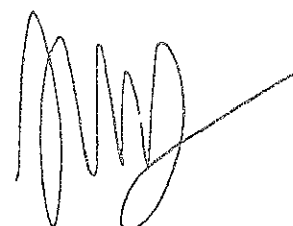
## **4 Associates participating in the action**

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

## **5 Declarations**

## **6 Checklist for self-guidance**

**Full application checklist**

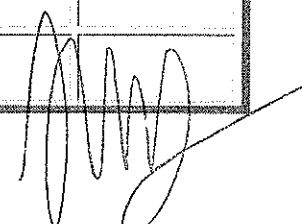




**EUROPEAID/151110/DH/ACT/**

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

<b>Title of the Proposal:</b>			
<b>Before sending your full application check that each of the criteria below have been met in full:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. The correct grant application form has been used.			
2. The Declaration by the applicant has been filled in and has been signed.			
3. The proposal is typed and is written in an eligible language for this call. (Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.)			
4. One original and the number of copy(ies) foreseen in section 2.2 of the guidelines are included (Please write 'Not applicable' (N/A) if you are applying via PROSPECT)			
5. An electronic version of the concept note (CD-ROM) is enclosed (Please write 'Not applicable' (N/A) if you are applying via PROSPECT).			
6. Each co-applicant has completed, signed and submitted the mandate. (If co-applicant(s) are not mandatory for this call (or lot): Please write 'Not applicable' (N/A) if you have no co-applicant(s))			
7. Each affiliated entity has completed, signed and submitted an affiliated entity's statement (If affiliated entity(ies) is not mandatory for this call (or lot): Please write 'Not applicable' (N/A) 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.			
10. The duration of the action is equal to or higher than the minimum allowed in section 2.1.4 of the guidelines.			
11. The duration of the action is equal to or lower than the maximum allowed in section 2.1.4 of the guidelines.			
12. The requested EU contribution (amount) is equal to or higher than the minimum allowed in section 1.3 of the guidelines.			
13. The requested EU contribution (amount) is equal to or lower than the maximum allowed in section 1.3 of the guidelines.			
14. The requested EU contribution as a percentage of the total eligible costs is equal to or higher than the minimum percentage allowed in section 1.3 of the guidelines.			
15. The requested EU contribution as a percentage of the total eligible costs is equal to or lower than the maximum percentage allowed in section 1.3 of the guidelines.			
16. The requested EU contribution has not been changed by more than the percentage allowed compared to the amount requested at the concept note stage.			
17. The total amount of financing requested on the basis of simplified cost options does not exceed (EUR 60 000 /threshold in 2.1.4 of			



guidelines) per each applicant.			
1. The lead applicant satisfies the eligibility criteria in section 2.1.1. of the guidelines.			
2. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1. of the guidelines.			
3. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.2. of the guidelines.			
4. The supporting documents were submitted in accordance with the guidelines (section 2.4).			
5. The statutes or articles of association of the lead applicant organisation have been uploaded in accordance with the guidelines (section 2.4).			
6. The statutes or articles of association of the co-applicant(s) and the affiliated entity(ies) have been uploaded in accordance with the guidelines (section 2.4).			
7. Copy of the lead applicant's latest accounts has been provided in accordance with the guidelines (section 2.4).			
8. The lead applicant's external audit report (if applicable) has been provided in accordance with the guidelines (section 2.4).			
9. 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 in accordance with the guidelines (section 2.4).			
10. A Financial Identification Form (see Annex E of the guidelines for applicants) has been provided by lead applicant in accordance with the guidelines (section 2.4).			

