



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

**Civil Society Facility Programme 2015**

**Annex A.1 – Concept note**

**Budget line: 22.020401**

**Reference:**

**EuropeAid/152728/DD/ACT/RS**

**Deadline for submission<sup>1</sup> of concept notes:**  
**at 13/09/2016 at 15:00 CET**

**(Brussels date and time)**

**(in order to convert to local time click [here](#)<sup>2</sup>)**

<b>Title of the action:</b>	
<b>Name of the lead applicant</b>	

<b>Dossier No</b>	
-------------------	--

(for official use only)

<sup>1</sup> **Online submission via PROSPECT is mandatory for this call for proposals (see section 2.2.2 of the guidelines). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open from Monday to Friday 08:30 to 18:30 Brussels time (except for public holidays).**

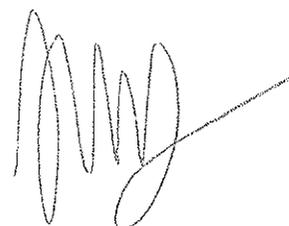
<sup>2</sup> An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

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

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

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

## Table of contents

<b>1</b>	<b>CONCEPT NOTE</b> .....	<b>4</b>
	1.1. Description of the action .....	4
	1.2. Relevance of the action (max 3 pages).....	5
	1.3. Lead applicant, (co-applicants and affiliated entities, if any).....	<b>Error! Bookmark not defined.</b>
	1.4. Project details .....	<b>Error! Bookmark not defined.</b>
<b>2</b>	<b>DECLARATION BY THE LEAD APPLICANT</b> .....	<b>6</b>
	<b>INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE</b> .....	<b>7</b>
	1.1. Description of the action .....	7
	1.2. Relevance of the action (max 3 pages) .....	7
	1.3. Lead applicant, (co-applicants and affiliated entities, if any).....	8

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

# 1 CONCEPT NOTE

You must follow the instructions at the end of this document on how to fill in the concept note.

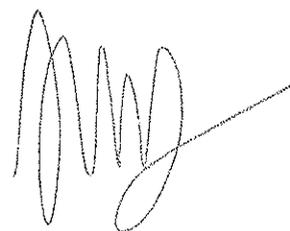
## 1.1. Description of the action

### 1.1.1. Fill in the table below:

<b>Objectives of the action</b>	<Overall objective(s)> <Specific objective(s)>
<b>Target group(s)<sup>3</sup></b>	
<b>Final beneficiaries<sup>4</sup></b>	
<b>Estimated results</b>	
<b>Main activities</b>	

### 1.1.2. Description of the action: cover all the 5 points in the instructions: (max 1 page)

<insert text here>



<sup>3</sup> **Target groups** are groups/entities who will directly benefit from the action at the action purpose level.

<sup>4</sup> **Final beneficiaries** are those who will benefit from the action in the long term at the level of the society or sector at large.

**1.2. Relevance of the action (max 3 pages)**

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

<insert text here>

**1.2.2. 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)**

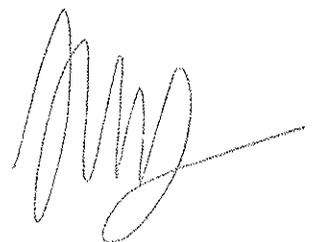
<insert text here>

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

<insert text here>

**1.2.4. Particular added-value elements**

<insert text here>

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

## 2 DECLARATION BY THE LEAD APPLICANT

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

1. the lead applicant has the sources of financing and professional competence and qualifications specified in section 2 of the guidelines for applicants;
2. the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
3. 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;
4. 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>). 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;]
5. the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the guidelines for applicants;
6. **the lead 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;**
7. 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 the lead applicant is an organisation whose pillars have been positively assessed by the European Commission);;

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.3.3.1 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.

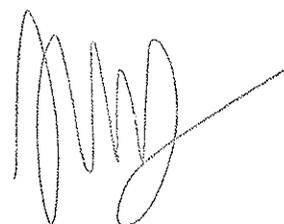
Signed on behalf of the lead applicant

Name

Signature

Position

Date

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

[Please delete the instructions below before submitting your concept note]

## **INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE**

The lead applicant must ensure that the concept note:

- includes Page 1 of this document, filled in and submitted as a cover page of the concept note
- does not exceed 5 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 requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

### **1.1. Description of the action**

#### **1.1.1. Fill in the table**

#### **1.1.2. Please provide all the following information: (max 1 page)**

- i. Give the background to the preparation of the action.
- ii. Explain the objectives of the action given in the table in section 1.1.1
- iii. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- iv. Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and impact including a description of linkages/relationships between activity clusters.
- v. Outline the broad timeframe of the action and describe any specific factor taken into account.

### **1.2. Relevance of the action (max 3 pages)**

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

Please provide **all** the following information:

- i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
- ii. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
- iii. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

[NB: In exceptional cases where it is impossible to involve national organisations<sup>5</sup> from the target country because of the particular situation in that country, the lead applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the concept note.]

#### **1.2.2. 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:

- i. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
- ii. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

---

<sup>5</sup> See footnote 1.

- iii. 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.
- iv. 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.
- v. 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.

### **1.2.3. 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:

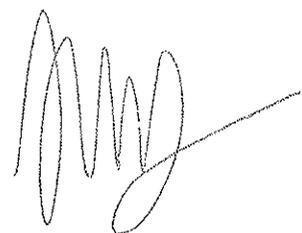
- i. Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
- ii. Identify the needs and constraints of each of the target groups and final beneficiaries.
- iii. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
- iv. Explain any participatory process ensuring participation by the target groups and final beneficiaries.

### **1.2.4. 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.

### **1.3 Lead applicant, (co-applicants and affiliated entities, if any)**

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.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

[Please delete the checklist below before submitting your concept note]

**Checklist for self-guidance**

**EUROPEAID/152728/DD/ACT/RS**

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

<b>Title of the Proposal:</b>			
<b>Before sending your concept note 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 Instructions for the concept note have been followed.			
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. An electronic version of the concept note (CD-ROM) is enclosed (Please write 'Not applicable' (N/A) if you are applying via PROSPECT).			
5. 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)			
6. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.			
7. The logical framework has been completed and is enclosed.			
8. The Declaration by the applicant has been filled in and has been signed.			
9. 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))			
10. 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).)			
11. The action will be implemented in an eligible country(ies).			
12. The action will be implemented in the minimum number of countries required (If a minimum number of countries is not mandatory: Please write 'Not applicable' (N/A))			
13. The duration of the action is equal to or higher than the minimum allowed in section 2.1.4 of the guidelines.			
14. The duration of the action is equal to or lower than the maximum allowed in section 2.1.4 of the guidelines.			
15. The requested EU contribution (amount) is equal to or higher than the minimum allowed in section 1.3 of the guidelines.			
16. The requested EU contribution (amount) is equal to or lower than			

the maximum allowed in section 1.3 of the guidelines.			
17. 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.			
18. 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.			
19. 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.			

