

Contracting Authority: EUROPEAN PROGRES

Open call for Proposals for   
Local Infrastructure Projects

**Grant Application Form**

Budget line: ­­­­\_\_\_\_\_\_\_\_

Publication Reference: CFP 02 -2016

Deadline for submission of applications:

06 May 2016 till 17:00

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| EuropeAid ID[[1]](#footnote-1) | N/A | | |
| Legal status[[2]](#footnote-2) |  | | |
| Partner(s)[[3]](#footnote-3) | *Name, EuropeAid ID (N/A), Nationality* | | |
| **Total eligible cost of the action (A)** | | **Amount requested from the Contracting Authority (B)** | **% of total eligible cost of action (B/Ax100)** |
| [EUR] | | [EUR] | % |
| Total duration of the action: | *<months>* | | |

|  |  |
| --- | --- |
| Contact details for the purpose of this action: | |
| **Postal address:** |  |
| **Telephone number:** 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 and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.**

**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.

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# FULL APPLICATION FORM

1. THE ACTION

**To be submitted by all applicants**For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible

|  |  |
| --- | --- |
| **Reference of the Call for Proposals** | *Enter European Progres reference for the Call for Proposals* |
| **Title of the Call for Proposals** | *Enter the title of the Call for Proposals* |
| **Name of the applicant** |  |
| **Number of the proposal** |  |
| **Title of the action** |  |
| **Location of the action**  **-***specify country(ies) region(s) that will benefit from the action* |  |
| **Number of the Lot** |  |

### DESCRIPTION

#### Title

#### Cost of the action and amount requested from the Contracting Authority

|  |  |  |
| --- | --- | --- |
| Total cost of the action (A) | Amount requested from the Contracting Authority (B) | % of total eligible cost of action (B/Ax100) |
| [EUR] | [EUR] | % |

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO.

#### Summary (max 1 page)

|  |  |
| --- | --- |
| Total duration of the action | < \_\_\_\_\_\_\_ *months*> |
| Objectives of the action | <*Overall objective(s)*>  <*Specific objective*> |
| Partner(s) |  |
| Target group(s)[[4]](#footnote-4) |  |
| Final beneficiaries[[5]](#footnote-5) |  |
| Estimated results |  |
| Main activities |  |

Where applicable, clearly indicate the sector, theme, or geographical area specified in the call for proposals to which the proposed action would apply:

#### Objectives (max 1 page)

Describe the overall objective to which the action aims to contribute towards and the specific objective(s) that the action aims to achieve.

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

Please provide the following information:

⁭ Provide a detailed presentation and analysis of the problems and their interrelation at all levels.

⁭ Provide a detailed description of the target groups and final beneficiaries and estimated number.

⁭ Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.

⁭ Demonstrate the relevance of the action to the needs and constraints of the target country(ies) or region(s) in general and to the target groups/final beneficiaries in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries.

⁭ Demonstrate the relevance of the action to the objectives and priorities of the Guidelines.

#### Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

⁭ Expected results (max 5 pages). Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify results as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects).

⁭ The proposed activities and their effectiveness (max 9 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities, indicating their sequence and interrelation and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan to be provided in section 1.9 below.

#### Good Governance aspects of the action (max 3 pages)

Please provide the following information on the Good Governance aspects of the action:

⁭ If the action includes a specific governance objective, please elaborate on this objective (what do you want to achieve in terms of improving local governance, and how do you plan to do it, etc.). If the action doesn’t have specific governance objective, please explain why not.

⁭ Elaborate which Good Governance principles out of the five (accountability, transparency, participation, non-discrimination and efficiency) the Applicant would set as primary and secondary for the Good Governance aspects of the action (what would be expected Good Governance outcomes, e.g. outcome: improved accountability)? Explain why do you think these are relevant and how tackling these issues would contribute to improved local governance?

⁭ ⁭ Describe which local policies and/or regulatory elements are to be the subject of consideration and change within the Good Governance activities? Please provide for each expected Good Governance outcome what measures you plan to introduce to achieve the expected Good Governance outcomes (e.g. measure: reduce corruption).

⁭ Explain and elaborate what will change in terms of improving local governance? What policies, practices and/or regulation will be improved at the end of this process? How these will be drafted, adopted and enacted? What would be the course of the whole process? Who will be the main actors?

⁭ Does the project include a specific budget allocation for governance related activities? In case of no, please explain why.

⁭ Explain what institutional mechanisms will be incorporated or applied or installed/set to ensure sustainability/permanence of the said changes/measures that are devised during the process? How it will be monitored and evaluated (controlling aspects of the Good Governance intervention), by whom and based on what decision/regulation etc.?

⁭ Describe the risks and output indicators that refer to the identified governance issues.

#### Methodology (max 4 pages)

Describe in detail:

⁭ the methods of implementation and reasons for the proposed methodology;

⁭ where the action is the prolongation of a previous action, explain how the action is intended to build - on the results of this previous action. Give the main conclusions and recommendations of evaluations that might have been 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 the potential synergies with other initiatives, in particular from 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 (local partner(s), target groups, local authorities, etc.), and the reasons for which 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;

#### Duration and indicative action plan for implementing the action

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

Applicants should not indicate a specific start up date for the implementation of the action but simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and 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 correspond to the activities described in detail in section 1.7. The implementing body shall be either the applicant or any of the partners, 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 will be drawn up using the following format:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | | |
|  | Semester 1 | | | | | | | Semester 2 | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Local partner 1 |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Local partner 1 |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | Local partner 2 |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |

#### Sustainability (max 3 pages)

⁭ Describe the main preconditions and assumptions during and after the implementation phase.

⁭ Provide a detailed risk analysis and possible contingency plans. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.

⁭ Explain how sustainability will be secured after completion of the action. This can include aspects of necessary measures and strategies built into the action, follow-up activities and ownership by target groups etc.

In doing so, please make a distinction between the following dimensions of sustainability:

⁭ Financial sustainability (financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.);

⁭ Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes);

⁭ Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.);

⁭ Environmental sustainability (what impact will the action have on the environment – have conditions put in place to avoid negative effects on natural resources on which the action depends and on the broader natural environment).

#### Logical framework

Please fill in Annex C to the Guidelines for applicants.

### BUDGET FOR THE ACTION

Fill in Annex B to the Guidelines for applicants for the total duration of the action.

### EXPECTED SOURCES OF FUNDING

Fill in Annex B to the Guidelines for applicants to provide information on the expected sources of funding for the action.

[Please mention here below the contributions in kind to be provided (please specify), if any (maximum 1 page).]

### EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project title:** | | **Sector** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **lead manager or partner** | **Donors to the action (name)[[6]](#footnote-6)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

# THE APPLICANT

|  |  |
| --- | --- |
| **Europe Aid ID number[[7]](#footnote-7)** | N/A |
| **Name of the organisation** |  |

Information requested under this point need only be given in cases where there have been modifications or additions as compared to the information given in the Concept note form.

### IDENTITY

|  |  |
| --- | --- |
| **Legal Entity File number[[8]](#footnote-8)** |  |
| **Abbreviation** |  |
| **Registration Number (or equivalent)** |  |
| **Date of Registration** |  |
| **Place of Registration** |  |
| **Official address of Registration** |  |
| **Country of Registration** |  |
| **E-mail address of the Organisation** |  |
| **Telephone number:** Country code + city code + number |  |
| **Fax number:** Country code + city code + number |  |
| **Website of the Organisation** |  |

Point 2, 3 and 4 o section II below must only be filled in by applicants who have been granted derogations from registration in PADOR.

All other applicants must encode this information under their PADOR registration.

### CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

#### Resources

* + 1. **Statement on co-funding**

**Please provide the signed “Statement of co-funding” which presents the allocation of funds for co-financing of this project – Form provided in the supporting documentation of this Call**

* + 1. **Financing Source(s)**

**Please provide the information regarding sources of co-funding: a copy of the extract from municipal budget with market exact budget line which will be used for this purpose (please attach this document to the “Statement of co-funding” form**

* + 1. **Number of staff (full-time equivalent) (please state data on members of the team that will implement Grant activities and attach CV of Grant Manager:**

**Grant Implementation Team:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Profession | Function | Years of experience |
| **Grant Manager:** | | | |
|  |  |  |  |
|  |  |  |  |
| **Team Members** | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. PARTNERS OF THE APPLICANT   
   PARTICIPATING IN THE ACTION

### DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

|  |  |  |
| --- | --- | --- |
|  | Partner 1 | |
| **EuropeAid ID number**[[9]](#footnote-9) | N/A | |
| **Full legal name** |  | |
| **Date of Registration** | |  |
| **Place of Registration** |  | |
| **Legal status**[[10]](#footnote-10) |  | |
| **Official address of** **Registration** |  | |
| **Country of Registration** | |  |
| **Contact person** |  | |
| **Telephone number**: country code + city code + number |  | |
| **Fax number**: country code + city code + number |  | |
| **E-mail address** |  | |
| **Number of employees** |  | |
| **Other relevant resources** |  | |
| **Experience of similar actions, in relation to the role in the implementation of the proposed action** |  | |
| **History of cooperation with the applicant** |  | |
| **Role and involvement in preparing the proposed action** |  | |
| **Role and involvement in implementing the proposed action** |  | |

**Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.**

### PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the Delegation of the European Union to Republic of Serbia, through European Progres (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
3. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
6. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

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: |  |

1. CHECKLIST

PUBLICATION REFERENCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, EUROPEAN PROGRES – 1ST CfP, Budget Line \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the applicant |
| **Name of the Applicant** |  |
| **EuropeAid ID number** | N/A |
| **Country and date of registration** |  |
| **Legal Entity File number[[11]](#footnote-11)** |  |
| **Legal status[[12]](#footnote-12)** |  |
| **Partner 1** | Name:  Country of registration:  Legal status: |
| **Partner 2**  **NB:** Add as many rows as partners | Name:  Country of registration:  Legal status: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Before sending your proposal, please check that each of the following componentS IS complete and respectS the following criteria:** | **To be filled in by the applicant** | | |
| **Title of the Proposal: <***indicate the title>* | **Yes** | **No** | |
| **PART 1 (ADMINISTRATIVE)**  **1. The correct grant application form, published for this call for proposals, 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 1 copy are included** |  |  | |
| **5. An electronic version of the proposal (CD-Rom) is enclosed** |  |  | |
| **6. Each partner has completed and signed a partnership statement and the statements are included** |  |  | |
| **7. The logical framework has been completed and is enclosed** |  |  | |
| **8. The budget is presented in the format requested, is expressed in € and is enclosed** |  |  | |
| **9. The CV of Grant manager is enclosed** |  |  | |
| **PART 2 (ELIGIBILITY)**  **10. The duration of the action is between 8 and 12 months** |  |  | |
| **11. The contribution requested from European PROGRES is equal to or higher than 51% of the total eligible costs (minimum percentage required)** |  |  | |
| **12. The contribution requested from European PROGRES is equal to or lower than 90% of the total eligible costs (maximum percentage allowed)** |  |  | |
| **PART 3 (PRECONDITIONS)**  **13.**  **Proof that the project is part of relevant national/regional/sub-regional/local strategies and plans** |  |  | |
| **14. Statement that applicant will transfer the co-founding on the allocated budget sub-account not later that 30days after signing of the Grant Agreement - Statement of co-funding.** |  |  | |
| **15. Proof of funds available for project financial contribution (copy of the budget line with the exact position highlighted, contingencies or similar)** |  |  | |
| **16. Building Permit or, if applicable, approval for construction works issued as per Planning and Building Law of Republic of Serbia, issued by relevant Authority with following mandatory elements:** |  | |  |
| **16.1. Proof of ownership for the Location (all relevant sheets from the Cadastre Registry)** |  | |  |

1. 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 partners 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 partnership 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 its partners, if any, and is not acting as an intermediary;
* the applicant and its partners 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 to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/prag/document.do

Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

* the applicant and each partner (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 partner (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 accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex D);
* the applicant and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, 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 following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the last 12 months:

* <list only actions in the same field as this proposal>

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.

Signed on behalf of the applicant

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

1. ASSESSMENT GRID  
   (to be used by the Contracting Authority)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| **STEP 1: opening session and administrative check** |  |  |
| 1. The submission deadline has been respected |  |  |
| 2. The Application form satisfied all the criteria specified in part 1 of the Checklist (Section V of Part B of the Grant application form). |  |  |
| The administrative verification has been conducted by:  Date: | | |
| **STEP 2: evaluation of the full application form** |  |  |
| **decision 2:**  **A.** The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope. |  |  |
| **B.** The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals |  |  |
| The verification of the proposal has been conducted by:  Date: | | |
| **STEP 3: eligibility verification** |  |  |
| 3. The Application form satisfied all the criteria specified in part 2 of the Checklist (Section V of Part B of the Grant application form). |  |  |
| 4. The supporting documents, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any) |  |  |
| The assessment of the eligibility has been conducted by:  Date: | | |
| **decision 3:**  The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines. |  |  |

1. To be inserted if the organisation is registered in PADOR. This number is allocated to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/onlineservices/pador> [↑](#footnote-ref-1)
2. E.g. non profit making, governmental body, international organisation [↑](#footnote-ref-2)
3. Add as many rows as partners [↑](#footnote-ref-3)
4. “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level [↑](#footnote-ref-4)
5. “Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large. [↑](#footnote-ref-5)
6. If the Donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-6)
7. 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/onlineservices/pador/index\_en.htm [↑](#footnote-ref-7)
8. If the applicant has already signed a contract with the European Commission [↑](#footnote-ref-8)
9. 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/onlineservices/pador/index\_en.htm [↑](#footnote-ref-9)
10. E.g. non profit making, governmental body, international organisation [↑](#footnote-ref-10)
11. If the applicant has already signed a contract with the European Commission [↑](#footnote-ref-11)
12. E.g. non profit making, governmental body, international organisation… [↑](#footnote-ref-12)