**Annex A of the Guidelines for Calls for Proposals**

Grant Application File Template

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The grant application file is made up of the concept note and the proposal

*Only the concept note should be provided initially. The proposal should not be provided. It will be produced and submitted at Enabel's request if the concept note has passed the selection stage.*

**Uganda**

**Contracting authority:** **Enabel**

Call for Proposals for the intervention:

Green and Decent Jobs for Youth (WeWork) in the Busoga region

UGA22007

Grant application file

Reference: UGA22007-10045

Deadline for submission of

Concept notes (PART A): 4/06/2024

Proposal (PART B): 22/07/2024

|  |  |
| --- | --- |
| File No. |  |
| (for internal use only) |

##  PART A CONCEPT NOTES

**Administrative section**

The applicant must ensure the text:

* *Does not exceed the page limit in each section.*
* *Provides the information requested in the sections below, in the order in which it is requested, and proportionally to its relative importance.*
* *Provides comprehensive information.*
* *Is drafted as clearly as possible for evaluation.*
* *Ensure all the annexes are attached.*

|  |
| --- |
| **CHECKLIST FOR CONCEPT NOTE APPLICATION** |
| **Please ensure that the following is attached to your concept note application form** | Submitted:  |
| The concept note declaration signed by the lead applicant | Yes / No |
| Statutes or articles of association of the lead applicant and any co-applicants. | Yes / No |
| An external audit report produced by an approved auditor, certifying the lead applicant accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public beneficiary-contractors) | Yes / No / Not applicable |
| A copy of the lead applicant’s most recent approved financial statements (income statement and balance sheet for the last two closed financial years)[[1]](#footnote-1) | Yes / No |
| The legal entity file (see Annex D of these guidelines) duly completed and signed by the applicant and any co-applicant, **along with the supporting documents requested** | Yes / No |
| An official document(s) confirming the designation of the authorized representative(s) of the organization | Yes / No |

|  |  |
| --- | --- |
| Name of applicant\* |  |
| Nationality of applicant[[2]](#footnote-2)\* |  |
| Type of organisation\* | ☐ Non-governmental organization ☐ Community-based organization ☐ Foundation ☐ Business development service provider ☐ Business membership Organisation ☐ Other: |
| Legal status of lead applicant[[3]](#footnote-3)\* |  |
| Registration number (or equivalent) lead applicant\* |  |
| Name of co-applicant(s)[[4]](#footnote-4)\* |  |
| Legal status of co-applicant(s)[[5]](#footnote-5)\* |  |
| Physical address of co-applicant\* |  |
| Type of organisation(s) | ☐ Private technical and vocational training institution ☐ Public technical and vocational training institution ☐ Non-governmental organization ☐ Community-based organization ☐ Foundation ☐ Business development service provider ☐ Business membership organization/association ☐ Business cooperation ☐ Not-for-profit company  ☐ Other: |
| Registration number co-applicant(s)\*  |  |
| Link between the lead and the co-applicant(s):  |  |
| Contact details of the applicant to be used for this action |
| **Postal Address\*:** |   |
| **Physical Address\*** |  |
| **Telephone number\*** (fixed and mobile)**:** country code + number |  |
| **Contact person for this action\*:** |  |
| **Email of the contact person\*:** |  |
| **Organisation’s website:** |  |

*(\*) compulsory*

**Any changes relating to addresses, telephone numbers, fax numbers and email addresses must be notified in writing to the Enabel. Enabel will not be held liable if it is not able to contact the applicant.**

## 1.1 Summary of the action

Please complete the table below

|  |  |
| --- | --- |
| Title of action\*: |  |
| *Please specify the lot you are submitting an application for*: | ⁯o **Lot 1: Agriculture**⁯o **Lot 2: Green economy** |
| Sectors and trades within the lot\**Please specify for the selected lot the sector(s) and specify the trade(s)/occupation(s) subject to the training(s)* |  |
| Location(s) of the action \*- *indicate the country/countries and the region/regions which will benefit from the action* | Districts:o Jinjao Kamuli |
| Total duration of the action\*: | *<Months>* |
| Financing requested\* (amount)  | <*EUR*> |
| Target group(s)/direct beneficiaries[[6]](#footnote-6)\* | *<Total number targeted>**<Age limits>**<% male & female>* |
| Specific objectives\* |  |
| Estimated results\* |  |
| Main activities\* |   |
| Training duration and % of the total training duration that will be dedicated to work-based learning/industrial training\* **Note:** Minimum duration of work-based learning is 30% of training duration |  |
| Total duration of post-training support\***Note:** Minimum duration is 6 months |  |
| DIT assessment and certification\* | o Yes, for all trainingso Yes, for some of the trainings o No |
| Give the estimated cost per trainee for each of the trades proposed:  | < *Training cost / trainee / day = XX EUR>* |

*\*compulsory*

## 1.2 DESCRIPTION OF THE ACTION (MAX. 3 PAGES)

**1.2.1 Summary information**

*The action objectives listed in the table under title 1.1*

*General information on preparing the action and summary information on the type of activities proposed, clarifying related achievements and results and describing, in particular, the links/relationships between the various groups of activities.*

*A description of the main stakeholders, their attitude to the action and any consultation with them.*

**1.2.2 Timeline**

*An indication of the action’s indicative timetable*

|  |
| --- |
| ***Year 1*** |
| ***Activity*** |  ***Q 1*** |  ***Q 2*** |  ***Q3*** |  ***Q 4*** | ***Organisation responsible for implementation*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| ***Year 2*** |
| ***Activity*** |  ***Q 1*** |  ***Q 2*** |  ***Q3*** |  ***Q 4*** | ***Organisation responsible for implementation*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### 1.2.3 Approach to skills development

*Please describe the different components of the training programme(s) planned under the action and their duration;*

* *Specify how the quality of training will be ensured and continuously monitored*
* *Specify the proposed WBL approach (i.e. detailing the approach to identify WBL providers and/or listing any potential WBL providers already identified, roles and responsibilities of all parties involved in organizing WBL, monitoring and support processes, quality assurance etc);*
* *Specify the integration of transveral employability skills (soft skills, entrepreneurship/business skills, digital skills, other 21st century skills) in the training programmes;*
* *Specify all post-training employment support strategies that the action adopts to facilitate graduates’ integration in the labour market.*

### 1.2.4 Involvement of the private sector

* *Specify how and to what extent representatives of the labour market would be involved in the planning, the set-up/design and/or the implementation (e.g. in training delivery, career guidance, coaching/counselling, transversal skills trainings, assessment, other)**of the action*

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

### 1.3.1 Relevance to the specific objectives/sectors/themes/priorities of the Call for Proposals

*Describe the relevance of the action to the objective/objectives and priority/priorities of the Call for Proposals.*

*Describe the relevance of the action to all specific priorities, key principles, underlying themes or sectors and any other specific needs indicated under point 2.1.3 in the Call for Proposals guidelines*

### 1.3.2 Relevance to the particular needs and constraints of the target region(s) and/or sectors concerned

*Please provide all of the following information:*

*Provide a detailed analysis of the problems that should be addressed by the action and their interrelationships at all levels.*

*Refer to all significant plans, undertaken at national, regional and/or local level, relevant for the action and describe how the action will relate to these plans.*

*Clearly demonstrate how the action addresses local labour market needs/skill gaps in the targeted region(s)*

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

*Give a description of each target group and each final beneficiary (where possible quantified), including selection criteria. Determine the needs and constraints of each target group and each final beneficiary.*

*Demonstrate the relevance of both the proposed training and of the proposed Employment Support Services to the needs and constraints of the target groups and final beneficiaries.*

*Explain the whole participatory process, which ensures the participation of target groups and final beneficiaries.*

### 1.3.4 Synergies and collaboration

*Explain synergies and complementarity in expertise between lead- and co-applicant. Explain relevant collaborations with other organizations and stakeholders contributing to the action’s objectives*

*Outline possible synergies or coordination with other relevant initiatives, programmes or projects*

*Where the action is the continuation of a previous action, clearly indicate how it will combine with the activities and/or results of the previous action; refer to the main conclusions and recommendations from any evaluations*

### 1.3.5 Elements with a particular added value

*Indicate other specific elements having an added value, relating for example to innovation and good practices in Skills Development and Employment Support Services, collaboration with the private sector, the promotion of gender equity and social inclusion, or other interdisciplinary questions such as integration of environmental issues, of technology/digitalization, etc.*

### 1.3.6 Budget estimation

|  |  |  |  |
| --- | --- | --- | --- |
| **S/NO** | **Category of expenses** | **Activity** | **Budget (in EUR)** |
| *1* | *Operational costs* |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |   |   |   |
| *2* | *Management costs* |   |   |   |
|  |  |   |   |   |
|  |  |   |   |   |
|  *3* | *Structure costs (maximum 7% of operational costs)* |   |   |
|  | *Total*  |   |   |  |

### The applicant’s concept note declaration

The applicant, represented by the undersigned, the applicant’s authorised signatory and in this application, representing any co-applicant(s) in the proposed action, hereby declares that:

* the applicant has the sources of financing, skills and professional qualifications mentioned in point 2 of the guidelines for applicants;
* the applicant undertakes to comply with the principles of good practice concerning partnerships;
* the applicant shall be directly responsible for the preparation, management and implementation of the action, where applicable with the co-applicant(s) and is not acting as an intermediary;
* if recommended for a grant, applicants shall accept the contractual conditions as laid down in the standard Grant Agreement annexed to the guidelines for applicants (Annex E);
* the applicant and, where applicable, each co-applicant are eligible in accordance with the criteria set out in points 2.1.1 of the guidelines for applicants and are therefore not in one of the exclusion situations described in Annex VII of the model grant agreement provided as Annex E of the guidelines for applicants;
* The applicant formally declares to be able, upon request and without delay, to provide the supporting documents indicated in section 2.1.1. (2) of the guidelines unless:

a) Enabel has the possibility to obtain the relevant supporting documents directly by consulting a national database in a Member State which is accessible free of charge, provided that the applicant has provided the necessary information (website address, regulatory authority or body, precise reference of the documents) allowing Enabel to obtain them, with the corresponding access authorization; or

b) from 18 October 2018 at the latest (depending on the transposition into national law of the second subparagraph of Article 59 (5) of Directive 2014/24 / EU), Enabel is already in possession of the documents concerned .

The applicant declares on honour that the information provided is exact and correct and that it has been drawn up with full knowledge of the consequences of any false declaration.

Signed in the name and on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Function** |  |
| **Date** |  |

## PART B proposal

***To be completed only by applicants who receive an invitation to submit a proposal***

## 2.1 General information

|  |  |
| --- | --- |
| Call for Proposals number |  |
| Title of the Call for Proposals |  |
| Name of the applicant |  |
| Proposal number[[7]](#footnote-7) |  |
| Title of action |  |
| **Location of action**- *specify the country/countries and the region/regions that will benefit from the action* | Districts:o Jinjao Kamuli |
| *Please specify the lot you are submitting an application for*: | ⁯o **Lot 1: Agriculture**⁯o **Lot 2: Green economy** |
| Sectors and trades within the lot\**Please specify for the selected lot the sector(s) and specify the trade(s)/occupation(s) subject to the training(s)* |   |
| Duration of the action (months) |  |
| Amount requested | <*EUR>*  |
| Target group(s)/direct beneficiaries[[8]](#footnote-8) | *<Total number targeted>**<Age limits>**<% male/female>**<% refugee/host community>* |

## 2.2 Description of the action

### 2.2.1 Description (maximum 13 pages)

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

* Explain the specific expected results by outlining how the action will improve the situation of the target groups and final beneficiaries as well as the technical capacities and management of target groups and local co-applicants;
* In what ways is the initiative addressing the labour market needs or local economy needs (Explain how you know that the project (skills development training) fulfils a (market) demand, and that the outputs of this project are needed/required
* For each result, define and describe in detail each activity (or group of tasks) to be undertaken to produce results, justifying the choice of activities and specifying the role of each applicant or stakeholder. Do not repeat the action plan (requested in point 2.2.4 below), but demonstrate the project’s coherence. Support your comments with quantitative figures (e.g. # of outreach activities, # of training sessions/training hours, # of trainees per training programme, etc)
* Describe/highlight any changes to information originally provided in the concept note.

### 2.2.2 Strategic approach (maximum 3 pages)

Describe in detail **all** of the following:

* The final beneficiaries targeted by the action and the specific strategies the action deploys and the services it includes to ensure social inclusion / equitable access to both training and employment of the final beneficiaries / vulnerable host community and refugee youth and women/girls in the targeted region (i.e. strategies and services addressing specific training needs of the specific vulnerable target groups);
* How and to what extent the private sector would be involved in the planning, set-up/design and/or operation (e.g. in training delivery, career guidance, coaching/counselling, transversal skills trainings, assessment, …) of the action, and the perceived value of this collaboration for the outcomes of the action;
* How the action would organize the WBL component of the training programmes and ensure its quality, detailing the instruments and processes, the roles and responsibilities of all stakeholders involved, detailing the approach to identify WBL providers and/or listing any potential WBL providers already identified, strategies to support the companies involved in mentoring trainees in a safe workspace, etc;
* The modality and content of the transversal employability trainings integrated in the training programmes;
* The type of certification to be acquired upon successful completion of trainings
* The employment support strategies/services the action it to enhance beneficiary graduates to access employment opportunities.

### 2.2.3 Methodology (maximum 5 pages)

Describe in detail:

* The implementation methods chosen and the reasons for this choice;
* If the action continues an existing action, how it is based on the results of this action (give the main conclusions and recommendations from any evaluations carried out);
* If the action falls within the framework of a larger programme, how the action fits into this or, where applicable, how coordination is ensured with this programme or with a potential planned project (please outline any potential synergies with other interventions or initiatives);
* Monitoring and internal and/or external evaluation procedures;
* The participation and role of various actors and stakeholders (co-applicant(s), target groups, local authorities, etc.) in the action and the reasons for which these roles were assigned to them, and their attitudes to the action generally and/or to the activities specifically;
* The organisational structure and team proposed for implementing the action (by function: there is no need to state names of persons);
* The primary means proposed for implementation of the action (facilities, equipment and supplied to be purchased or hired);

### 2.2.4 Duration of the indicative action plan for implementation of the action (maximum 4 pages)

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

Applicants should not indicate a specific starting date for implementation of the action but simply indicate “month 1”, “month 2”, etc..

It is recommended that applicants base the estimated duration of each activity and the total period on the most likely duration and not on the shortest possible duration, taking into account all relevant factors which could affect the implementation timetable.

The activities provided for in the action plan must correspond to those described in detail in point 2.1.1. The organisation responsible for implementation must be either the applicants, the associates or the sub-contractors. Any period without activities must be included in the action plan and in the evaluation of the total estimated duration of the action.

The action plan for the first 12 months of implementation must be sufficiently detailed to give an idea of the preparation and implementation of each activity. The action plan for each subsequent year may be more general and only needs to indicate the main activities proposed for these years. For this purpose, it must be divided into 6-month periods (NB.: a more detailed action plan for each subsequent year must be submitted before any new pre-financing payment in accordance with Article 11 of the Grant Agreement special conditions).

The action plan will be drafted in accordance with the following template:

|  |
| --- |
| Year 1 |
|  |  Quarter 1 |  Quarter 2 |  Quarter 3 |  Quarter 4 |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Organisation responsible for implementation  |
| Example | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | applicant |
| Performance Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| For all subsequent years: |
| Activity | 6-month period 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Organisation responsible for implementation  |
| Example | example |  |  |  |  |  |  |  | example |
| Performance Activity 1 (title) |  |  |  |  |  |  |  |  | applicant |
| Performance Activity 2 (title) |  |  |  |  |  |  |  |  | co-applicant |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | co-applicant |
| Etc. |  |  |  |  |  |  |  |  |  |

### 2.2.5 Risks and assumptions (maximum 1 page)

Provide a detailed analysis of the risks and emergency plans. This must include a list of risks associated with each action proposed, along with measures to address them. A good analysis of risks will include a series of standard risks including physical, environmental, political, economic and social risks.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Risk** | **Likelihood (low / medium / high)** | **Potential Impact (low / medium / high)** | **Mitigation measures** |
| 1 |   |   |   |   |
| 2 |   |   |   |   |
| 3 |   |   |   |   |
| … | … | … | … | … |

### 2.2.6 Sustainability of the action (maximum 3 pages)

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

* Describe the expected impact of the action at the technical, social and economic levels (will the action improve Skills Development practices and their outcomes; will the action bring about sustainable change in beneficiaries’ socio-economic or livelihood situation etc; will the action generate sustainable partnerships or coordination among key stakeholders; will the action inform or affect policy?);
* Describe the possibilities of replicating and extending the action’s results (multiplier effect), clearly indicating all proposed channels for doing this
* How will you inform and engage the key government actors in your strategy? E.g. (Deputy) CAO / DEO / etc. ?
* Explain how the action will become sustainable once successfully completed. This may involve monitoring actions, internal strategy actions, ownership actions, communication plan actions, etc. Please distinguish between the following four sustainability aspects:
1. financial sustainability: for example, the financing of monitoring activities and revenue sources to cover all future operational and maintenance costs;
2. institutional level: for example, the structures that will allow the results of the action to remain in place after the action ends, capacity building, agreements and local “ownership” of action results;
3. environmental viability (what impact will the action have on the environment?Mention the conditions put in place to avoid negative effects on the natural resources on which the action depends as well as on the natural environment in the broad sense).

### 2.2.7 Logical framework

Please complete Annex C of the guidelines for applicants.

### 2.2.8 Budget, amount requested from the contracting authority and other expected sources of financing

Please complete Annex B of the guidelines for applicants for the following points:

* the action budget (calculation sheet 1) for the total duration of the action and planning for the first four quarters;
* budget justification (calculation sheet 2) for the total duration of the action.

For more information, see guidelines for grant applicants (points 1.3, 2.1.4).

Please note that the cost of the action and the contribution requested from the contracting authority must be indicated in euros and in Uganda shillings.

Please note that the cost of the action and the contribution requested from the contracting authority must be indicated in euros.

## 2.3 The applicant’s experience

This information will enable applicants to evaluate whether they have sufficient and solid enough experience in managing actions in the same sector and on a scale comparable to that for which a grant is being requested.

1. For similar actions

Please give a detailed description of actions carried out in the same sector and on a scale comparable to that for which a grant is being requested and which were managed by your organisation in the last three years.

1 page maximum per action.

|  |
| --- |
| **Name of applicant:** |
| **Project title:** | **Sector:** |
| **Location of action** | **Cost of action (EUR)** |  **Role in action: coordinator, co-applicant,**  | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Action objectives and results** |
|  |

1. For other actions.

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

1 page maximum per action and 10 actions maximum.

|  |
| --- |
| **Name of applicant:** |
| **Project title:** | **Sector:** |
| **Location of action** | **Cost of action (EUR)** |  **Role in action: coordinator, co-applicant,**  | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Action objectives and results** |
|  |

## 2.4 EXPERIENCE OF THE CO-APPLICANT(S)

This information will enable co-applicants to evaluate whether they have sufficient and solid enough experience in managing actions in the same sector and on a scale comparable to that for which a grant is being requested.

1. For similar actions

Please give a detailed description of actions carried out in the same sector and on a scale comparable to that for which a grant is being requested and which were managed by your organisation in the last three years.

1 page maximum per action.

|  |
| --- |
| **Name of applicant:** |
| **Project title:** | **Sector:** |
| **Location of action** | **Cost of action (EUR)** |  **Role in action: coordinator, co-applicant,**  | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Action objectives and results** |
|  |

1. For other actions.

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

1 page maximum per action and 10 actions maximum.

|  |
| --- |
| **Name of applicant:** |
| **Project title:** | **Sector:** |
| **Location of action** | **Cost of action (EUR)** |  **Role in action: coordinator, co-applicant,**  | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Action objectives and results** |
|  |

## 2.5 Information on the applicant

### 2.5.1 The applicant’s administrative data

|  |  |
| --- | --- |
| **Name of organisation:**  |  |
| **Legal status:** |  |
| **Acronym:** |  |
| **Registration number (or equivalent):** |  |
| **Date of registration:** |  |
| **Place of registration:** |  |
| **Official address of registration:** |  |
| **Organisation’s email address and website where applicable:** |  |
| **Telephone no.**: |  |

**Any change of address, telephone number, fax and email must be notified to the contracting authority. The contracting authority will not be liable if it is not able to reach an applicant.**

### 2.5.2 Category

Choose a category in Annex i

### 2.5.3 Target group(s)

Indicate your organisation’s main target groups (see Annex ii)

### 2.5.4 Capacity to manage and perform actions

#### 2.5.4.1 Experience by sector (see Annex iii)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of experience | Experience over the last 7 years | Number of projects over the last 7 years | Estimated amount (in thousands of EUR) invested in this sector over the last 7 years |
|  |  |  |  |  |

### 2.5.5 Resources

#### 2.5.5.1 Financial data

*Please provide the following information, where applicable, based on the management accounts and balance sheet of your organisation (amounts in thousands of euros)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Turnover or equivalent | Net profit or equivalent | Balance sheet total | Equity capital or equivalent | Medium and long-term debt | Short-term debt (< 1 year) |
| N[[9]](#footnote-9) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-2 |  |  |  |  |  |  |

#### 2.5.5.2 Source(s) of financing

* *Please indicate your organisation’s source(s) of revenue (public donors, private sector, contributions from members and others) and any additional information requested and their respective proportions.*
* *Please fill in the following table for sources of funding for the same action as the subject of this application or similar actions*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Donor** | **Title of the Action financed**  | **Amount** | **Period of financing** | **Adress of donor** | **Contact person** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If the grant requested is greater than EUR 200,000, please provide the references of the external audit report drawn up by an approved auditor, certifying the applicant’s accounts from the last available financial year. This obligation does not apply to public organisations.

|  |  |  |
| --- | --- | --- |
| Year | Name of the 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 |

#### 2.5.5.3 Number of persons employed (full-time or equivalent)

|  |  |  |
| --- | --- | --- |
| Type of staff | Paid (number) | Unpaid (number) |
| Local staff: recruited and based in the developing country |  |  |

### 2.5.6 List of members on your organisation’s board of directors/management committee

| Name | Department | Function | Country corresponding to nationality | On the board since |
| --- | --- | --- | --- | --- |
| Mr |  |  |  |  |
| Ms |  |  |  |  |

## 2.6 The co-applicant(s)

**2.6.1 Administrative data**

This section must be completed for each co-applicantwithin the meaning of point 2.1.1 of the guidelines for applicants. **You should copy this table as many times as necessary for adding co-applicants.**

|  |
| --- |
| **Co-applicant no. 1** |
| **Name of organisation:** |   |
| **Acronym:** |  |
| **Registration number (or equivalent):** |  |
| **Date of registration:** |  |
| **Place of registration:** |  |
| **Official address of registration:** |  |
| **Country of registration:** |  |
| **Organisation’s email address and website where applicable:** |  |
| **Telephone no.:** country code + city code + number |  |
| **Legal status:**  |  |
| **History of co-operation with the applicant:** |  |
| **Category (See Annex I):** |  |
| **Target group (See Annex ii):** |  |
| **Sector (see Annex iii):** |  |

### 2.6.2 History of co-operation with the applicant

Describe history

### 2.6.3 Capacity to manage and implement the actions

|  |
| --- |
| Experience by sector (see Annex iii) |
| Sector | Year(s) of experience | Number of projects over the last 7 years | Estimated amount (in thousands of EUR) invested in this sector over the last 7 years |
|  |  |  |  |

**Mandate [for the co-applicant(s)]**

The co-applicant(s) shall authorise the applicant <indicate the organisation name> to submit in their name this application form and to sign the standard Grant Agreement (Annex E of the guidelines for applicants) with <indicate the name of the contracting authority > and to be represented by the applicant in all matters concerning this Grant Agreement.

I have read and approved the content of the proposal submitted to the contracting authority. I undertake to satisfy the principles of good practice concerning partnerships.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Function: |  |
| Signature: |  |
| Date and place: |  |

**Repeat as many times as there are co-applicants**

## 2.7 Associate(s) of the applicant participating in the action

This section must be completed for each organisation associatedwithin the meaning of point 2.1.2 of the guidelines for applicants. **You should copy this table as many times as necessary for adding associates.**

|  |
| --- |
| **Associate 1** |
| **Full legal name (business name)** |  |
| **Country of registration** |  |
| **Legal status[[10]](#footnote-10)** |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone no.:** country code + city code + number |  |
| **Email address** |  |
| **Number of employees** |  |
| **Experience in similar actions, depending on their role in the implementation of the proposed action** |  |
| **History of co-operation with the applicant** |  |
| **Role and participation in the preparation of the proposed action** |  |
| **Role and participation in the implementation of the proposed action** |  |

## 2.8 The applicant’s declaration for the proposal

The applicant, represented by the undersigned, the applicant’s authorised signatory for this Call for Proposals, representing any co-applicant(s) in the proposed action, hereby declares that

* the applicant has sufficient financial capacities for carrying out the proposed action or work programme;
* the applicant certifies both its legal status and that of its co-applicant(s) in accordance with parts 2.5, and 2.6 of this application;
* the applicant **and** its co-applicant(s) have the professional skills and diplomas required in section 2.1.1 of the guidelines for applicants.
* the applicant shall be directly responsible for the preparation, management and implementation of the action, where applicable with the co-applicant(s) and is not acting as an intermediary;
* if recommended for a grant, the applicant shall accept the contractual conditions as laid down in the standard grant agreement annexed to the guidelines for applicants (Annex E);
* the applicant and, where applicable, each co-applicant are eligible according to the criteria set out in points 2.1.1 of the guidelines for applicants and are therefore not in a situation of exclusion for one of the reasons indicated in Annex VII of the model grant agreement provided in the annex to the guidelines for applicants;
* By signing this proposal, the applicant undertakes that no expenditure will be the subject of double financing, ie that no expenditure charged to the action emerges from several sources of financing (public or private) of in order to achieve a level of coverage of more than 100%.

The applicant declares on honor that the information provided is exact and correct and that it has been drawn up with full knowledge of the consequences of any false declaration.

Signed in the name and on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Function** |  |
| **Date** |  |

**Annex i**

|  |  |  |
| --- | --- | --- |
| **Category** | **Public sector****□** Public administration **□** Decentralised representatives of State **□** International organisation□ Legal institution□ Local government□ Executing agency□ University/education□ Research institute□ Think Tank**□** Foundation**□** Association**□** Media□ Network/Federation**□** Professional and/or industrial organisation**□** Trade union**□** Cultural organisation**□** Commercial organisation | **Private Sector**⁭ Executing 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 |

**Annex ii**

|  |
| --- |
| □ All public□ Child soldiers□ Children (under 18 years old)□ Grassroots community/communities □ Consumers□ Disabled□ Drug users□ Educational bodies (schools, universities)□ Old people□ Sick people (malaria, tuberculosis, HIV/AIDS)□ Indigenous peoples□ Local governments□ Migrants□ Non-Governmental Organisations □ Prisoners□ Professional category □ Refugees and displaced persons□ Research bodies/Researchers□ SMEs/SMIs□ Students□ Slum-dwellers□ Victims of conflicts/catastrophes□ Women□ Young people□ Other(s) (please specify): …………………………….. |

**Annex iii**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ | 11 |  |  | **Education** |
| □ |  | 111 |  |  | **Education, level not specified** |
| □ |  |  | 11110 |  |  | Education policy and administrative management |
| □ |  |  | 11120 |  |  | Educational and training facilities |
| □ |  |  | 11130 |  |  | Teacher training |
| □ |  |  | 11182 |  |  | Education research |
| □ |  | 112 |  |  | **Basic education** |
| □ |  |  | 11220 |  |  | Primary education |
| □ |  |  | 11230 |  |  | Education for a better quality of life for young people and adults |
| □ |  |  | 11240 |  |  | Early childhood education  |
| □ |  | 113 |  |  | **Secondary education** |
| □ |  |  | 11320 |  |  | Secondary teaching |
| □ |  |  | 11330 |  |  | Professional training |
| □ |  | 114 |  |  | **Post-secondary education** |
| □ |  |  | 11420 |  |  | Higher education |
| □ |  |  | 11430 |  |  | Advanced technical training in management |
| □ | 12 |  |  | **Health** |
| □ |  | 121 |  |  | **Health, general** |
| □ |  |  | 12110 |  |  | Health policy and administrative management |
| □ |  |  | 12181 |  |  | Medical education and training |
| □ |  |  | 12182 |  |  | Medical research  |
| □ |  |  | 12191 |  |  | Medical services |
| □ |  | 122 |  |  | **Basic health** |
| □ |  |  | 12220 |  |  | Basic healthcare and health services |
| □ |  |  | 12230 |  |  | Infrastructure for basic health |
| □ |  |  | 12240 |  |  | Basic nutrition |
| □ |  |  | 12250 |  |  | Fight against infectious diseases |
| □ |  |  | 12261 |  |  | Health education |
| □ |  |  | 12281 |  |  | Health staff training |
| □ | 13 |  |  | **Population programmes** |
| □ |  |  |  |  | **Policy on population/health and fertility** |
| □ |  |  | 13010 |  |  | Policy/programmes on population and administrative management |
| □ |  |  | 13020 |  |  | Fertility health-care |
| □ |  |  | 13030 |  |  | Family planning  |
| □ |  |  | 13040 |  |  | Fight against STDs and HIV/Aids  |
| □ |  |  | 13081 |  |  | Staff training on population, health and fertility |
| □ | 14 |  |  | **Water supply and sanitation** |
| □ |  | 140 |  |  | **Water supply and sanitation** |
| □ |  |  | 14010 |  |  | Water resources policy and administrative management |
| □ |  |  | 14015 |  |  | Water resources protection |
| □ |  |  | 14020 |  |  | Water supply and sanitation – large-scale systems |
| □ |  |  | 14030 |  |  | Basic drinking water supply and basic sanitation |
| □ |  |  | 14040 |  |  | River basin development |
| □ |  |  | 14050 |  |  | Waste treatment |
| □ |  |  | 14081 |  |  | Education/training in water supply and sanitation |
| □ | 15 |  |  | **Government and civil society** |
| □ |  | 151 |  |  | **Government and civil society, general** |
| □ |  |  | 15110 |  |  | Economic and development policy/planning |
| □ |  |  | 15120 |  |  | Financial management of the public sector |
| □ |  |  | 15130 |  |  | Development of legal and judicial services |
| □ |  |  | 15140 |  |  | Government administration |
| □ |  |  | 15150 |  |  | Strengthening civil society |
| □ |  |  | 15161 |  |  | Elections |
| □ |  |  | 15162 |  |  | Human rights |
| □ |  |  | 15163 |  |  | Freedom of information |
| □ |  |  | 15164 |  |  | Equality of women, Organisations and institutions |
| □ |  | 152 |  |  | **Prevention and resolution of conflicts, peace and security** |  |
| □ |  |  | 15210 |  |  | Management and reform of security systems |
| □ |  |  | 15220 |  |  | Civilian peace-building, conflict prevention and conflict resolution  |
| □ |  |  | 15230 |  |  | Peacekeeping after a conflict (UN) |
| □ |  |  | 15240 |  |  | Reintegration and control of light weapons and small arms |
| □ |  |  | 15250 |  |  | Removal of land mines |
| □ |  |  | 15261 |  |  | Child soldiers (Prevention and disarmament)  |
| □ | 16 |  |  | **Infrastructure and various social services** |
| □ |  |  | 16010 |  |  | Social services |
| □ |  |  | 16020 |  |  | Employment policy and administrative management |
| □ |  |  | 16030 |  |  | Housing policy and administrative management |
| □ |  |  | 16040 |  |  | Low-cost housing |
| □ |  |  | 16050 |  |  | Multi-sector assistance for basic social services |
| □ |  |  | 16061 |  |  | Culture and leisure |
| □ |  |  | 16062 |  |  | Statistical capacity building |
| □ |  |  | 16063 |  |  | Fight against drug trafficking |
| □ |  |  | 16064 |  |  | Mitigation of the social impact of HIV/Aids  |
| □ | 21 |  |  | **Transport and warehousing** |
| □ |  | 210 |  |  | **Transport and warehousing** |
| □ |  |  | 21010 |  |  | Transport policy and administrative management |
| □ |  |  | 21020 |  |  | Road transport |
| □ |  |  | 21030 |  |  | Rail transport |
| □ |  |  | 21040 |  |  | Water transport |
| □ |  |  | 21050 |  |  | Air transport |
| □ |  |  | 21061 |  |  | Storage |
| □ |  |  | 21081 |  |  | Education/training in transport and storage |
| □ | 22 |  |  | **Communication** |
| □ |  | 220 |  |  | **Communication** |
| □ |  |  | 22010 |  |  | Communications policy and administrative management |
| □ |  |  | 22020 |  |  | Telecommunications |
| □ |  |  | 22030 |  |  | Radio, television, written press |
| □ |  |  | 22040 |  |  | Information and communication technologies (ICT) |
| □ | 23 |  |  | **Energy** |
| □ |  | 230 |  |  | **Energy production and distribution** |
| □ |  |  | 23010 |  |  | Energy policy and administrative management |
| □ |  |  | 23020 |  |  | Energy production (non-renewable resources) |
| □ |  |  | 23030 |  |  | Energy production (renewable resources) |
| □ |  |  | 23040 |  |  | Transmission and distribution of electricity |
| □ |  |  | 23050 |  |  | Gas distribution |
| □ |  |  | 23061 |  |  | Oil-fired power plants |
| □ |  |  | 23062 |  |  | Gas-fired power plants |
| □ |  |  | 23063 |  |  | Coal-fired power plants |
| □ |  |  | 23064 |  |  | Nuclear power plants |
| □ |  |  | 23065 |  |  | Hydroelectric power plants and dams |
| □ |  |  | 23066 |  |  | Geothermal energy |
| □ |  |  | 23067 |  |  | Solar energy |
| □ |  |  | 23068 |  |  | Wind energy |
| □ |  |  | 23069 |  |  | Wave energy |
| □ |  |  | 23070 |  |  | Biomass  |
| □ |  |  | 23081 |  |  | Education and training in the energy sector |
| □ |  |  | 23082 |  |  | Research in the energy sector |
| □ | 24 |  |  | **Banks and financial services** |
| □ |  | 240 |  |  | **Banks and financial services** |
| □ |  |  | 24010 |  |  | Financial policy and administrative management |
| □ |  |  | 24020 |  |  | Monetary institutions |
| □ |  |  | 24030 |  |  | Official financial intermediaries |
| □ |  |  | 24040 |  |  | Financial intermediaries in the informal and semi-formal financial sectors |
| □ |  |  | 24081 |  |  | Education/training in banking and financial services  |
| □ | 25 |  |  | **Businesses and other services** |
| □ |  | 250 |  |  | **Businesses and other services** |
| □ |  |  | 25010 |  |  | Business support services and institutions |
| □ |  |  | 25020 |  |  | Privatisation |
| □ | 31 |  |  | **Agriculture, forestry and fishing** |
| □ |  | 311 |  |  | **Agriculture** |
| □ |  |  | 31110 |  |  | Agricultural policy and administrative management |
| □ |  |  | 31120 |  |  | Agricultural development |
| □ |  |  | 31130 |  |  | Farmland resources |
| □ |  |  | 31140 |  |  | Water resources for agricultural use |
| □ |  |  | 31150 |  |  | Products for agricultural use |
| □ |  |  | 31161 |  |  | Agricultural production |
| □ |  |  | 31162 |  |  | Industrial production/crops grown for export |
| □ |  |  | 31163 |  |  | Livestock |
| □ |  |  | 31164 |  |  | Agrarian reform |
| □ |  |  | 31165 |  |  | Alternative agricultural development |
| □ |  |  | 31166 |  |  | Agricultural extension |
| □ |  |  | 31181 |  |  | Education and training in the agricultural sector |
| □ |  |  | 31182 |  |  | Agronomic research |
| □ |  |  | 31191 |  |  | Agricultural services |
| □ |  |  | 31192 |  |  | Protection of plants and crops, locust control |
| □ |  |  | 31193 |  |  | Agricultural financial services |
| □ |  |  | 31194 |  |  | Agricultural cooperatives |
| □ |  |  | 31195 |  |  | Veterinary services (livestock) |
| □ |  | 312 |  |  | **Forestry** |
| □ |  |  | 31210 |  |  | Forestry policy and administrative management |
| □ |  |  | 31220 |  |  | Development of forestry |
| □ |  |  | 31261 |  |  | Reforestation (wood fuel and charcoal) |
| □ |  |  | 31281 |  |  | Forestry education and training |
| □ |  |  | 31282 |  |  | Forestry research |
| □ |  |  | 31291 |  |  | Forestry services |
| □ |  | 313 |  |  | **Fishing** |
| □ |  |  | 31310 |  |  | Fishing policy and administrative management |
| □ |  |  | 31320 |  |  | Development of fishing |
| □ |  |  | 31381 |  |  | Education and training in the fishing sector |
| □ |  |  | 31382 |  |  | Research into the fishing sector |
| □ |  |  | 31391 |  |  | Services in the fishing sector |
| □ | 32 |  |  | **Industry, mining and construction** |
| □ |  | 321 |  |  | **Manufacturing industries** |
| □ |  |  | 32110 |  |  | Industrial policy and administrative management |
| □ |  |  | 32120 |  |  | Industrial development |
| □ |  |  | 32130 |  |  | Development of Small and Medium-sized Enterprises (SMEs) |
| □ |  |  | 32140 |  |  | Arts and crafts |
| □ |  |  | 32161 |  |  | Agribusinesses |
| □ |  |  | 32162 |  |  | Forestry industries |
| □ |  |  | 32163 |  |  | Textile, leather and similar products industry |
| □ |  |  | 32164 |  |  | Chemical products |
| □ |  |  | 32165 |  |  | Chemical fertiliser production |
| □ |  |  | 32166 |  |  | Cement, lime and plaster |
| □ |  |  | 32167 |  |  | Energy manufacturing |
| □ |  |  | 32168 |  |  | Pharmaceutical products |
| □ |  |  | 32169 |  |  | Basic metal industry |
| □ |  |  | 32170 |  |  | Non-ferrous metal industries |
| □ |  |  | 32171 |  |  | Mechanical and electrical engineering |
| □ |  |  | 32172 |  |  | Transport equipment |
| □ |  |  | 32182 |  |  | Technological research and development |
| □ |  | 322 |  |  | **Extractive industries** |
| □ |  |  | 32210 |  |  | Policy on extractive industries and administrative management |
| □ |  |  | 32220 |  |  | Prospecting and exploring for minerals |
| □ |  |  | 32261 |  |  | Coal |
| □ |  |  | 32262 |  |  | Oil and gas |
| □ |  |  | 32263 |  |  | Ferrous metals |
| □ |  |  | 32264 |  |  | Non-ferrous metals |
| □ |  |  | 32265 |  |  | Precious metals and minerals |
| □ |  |  | 32266 |  |  | Industrial minerals |
| □ |  |  | 32267 |  |  | Mineral fertilisers |
| □ |  |  | 32268 |  |  | Seabed resources |
| □ |  | 323 |  |  | **Construction** |
| □ |  |  | 32310 |  |  | Construction policy and administrative management |
| □ | 33 |  |  | **Trade and tourism** |
| □ |  | 331 |  |  | **Trade policy and regulations** |
| □ |  |  | 33110 |  |  | Trade policy and administrative management |
| □ |  |  | 33120 |  |  | Facilitation of trade  |
| □ |  |  | 33130 |  |  | Regional trade agreements |
| □ |  |  | 33140 |  |  | MultilateralTrade negotiations |
| □ |  |  | 33181 |  |  | Education/training in the field of trade |
| □ |  | 332 |  |  | **Tourism** |
| □ |  |  | 33210 |  |  | Tourism policy and administrative management |
| □ | 41 |  |  | **Environmental protection, general** |
| □ |  | 410 |  |  | **Environmental protection, general** |
| □ |  |  | 41010 |  |  | Environmental policy and administrative management |
| □ |  |  | 41020 |  |  | Biosphere protection |
| □ |  |  | 41030 |  |  | Biological diversity |
| □ |  |  | 41040 |  |  | Protection of sites |
| □ |  |  | 41050 |  |  | Flood prevention and protection |
| □ |  |  | 41081 |  |  | Environmental education and training |
| □ |  |  | 41082 |  |  | Environmental research |
| □ | 43 |  |  | **Other multi-sectors** |
| □ |  | 430 |  |  | **Other multi-sectors** |
| □ |  |  | 43010 |  |  | Multi-sector assistance |
| □ |  |  | 43030 |  |  | Urban management and development |
| □ |  |  | 43040 |  |  | Rural development |
| □ |  |  | 43050 |  |  | Non-agricultural alternative development |
| □ |  |  | 43081 |  |  | Multi-sector education and training |
| □ |  |  | 43082 |  |  | Scientific and research institutions |
| □ | 51 |  |  | **Budget support** |
| □ |  | 510 |  |  | **Budget support** |
| □ |  |  | 51010 |  |  | Budget support |
| □ | 52 |  |  | **Food aid for development/food safety purposes** |
| □ |  | 520 |  |  | **Food aid for development/food safety purposes** |
| □ |  |  | 52010 |  |  | Food security and aid programmes |
| □ | 53 |  |  | **Aid in the form of products: other** |
| □ |  | 530 |  |  | **Aid in the form of products: other** |
| □ |  |  | 53030 |  |  | Import subsidies (capital goods) |
| □ |  |  | 53040 |  |  | Import subsidies (products) |
| □ | 60 |  |  | **Actions relating to debt** |
| □ |  | 600 |  |  | **Actions relating to debt** |
| □ |  |  | 60010 |  |  | Actions relating to debt |
| □ |  |  | 60020 |  |  | Debt cancellation |
| □ |  |  | 60030 |  |  | Multilateral debt relief |
| □ |  |  | 60040 |  |  | Rescheduling of instalments and refinancing |
| □ |  |  | 60061 |  |  | Debt exchange for development purposes |
| □ |  |  | 60062 |  |  | Other debt exchanges |
| □ |  |  | 60063 |  |  | Debt buyback |
| □ | 72 |  |  | **Emergency interventions** |
| □ |  | 720 |  |  | **Emergency interventions** |
| □ |  |  | 72010 |  |  | Material assistance and emergency services |
| □ |  |  | 72040 |  |  | Emergency food aid |
| □ |  |  | 72050 |  |  | Coordination of assistance, support and protection services |
| □ | 73 |  |  | **Reconstruction and rehabilitation** |
| □ |  | 730 |  |  | **Reconstruction and rehabilitation** |
| □ |  |  | 73010 |  |  | Reconstruction and rehabilitation aid |
| □ | 74 |  |  | **Disaster prevention** |
| □ |  | 740 |  |  | **Disaster prevention** |
| □ |  |  | 74010 |  |  | Disaster prevention |
| □ | 91 |  |  | **Administrative costs of donors** |
| □ |  | 910 |  |  | **Administrative costs of donors** |
| □ |  |  | 91010 |  |  | Administrative costs |
| □ | 92 |  |  | **Support provided to non-governmental organisations (NGOs)** |
| □ |  | 920 |  |  | **Support provided to non-governmental organisations (NGOs)** |
| □ |  |  | 92010 |  |  | To national NGOs |
| □ |  |  | 92020 |  |  | To international NGOs |
| □ |  |  | 92030 |  |  | To local and regional NGOs |
| □ | 93 |  |  | **Refugees** |
| □ |  | 930 |  |  | **Refugees in donor countries** |
| □ |  |  | 93010 |  |  | Refugees in donor countries |
| □ | 99 |  |  | **Unallocated/Not specified** |
| □ |  | 998 |  |  | **Unallocated/Not specified** |
| □ |  |  | 99810 |  |  | Sector not specified |
| □ |  |  | 99820 |  |  | Awareness-raising about development |

1. This does not apply where the accounts are in practice the same documents as the external audit report already provided pursuant to point above [↑](#footnote-ref-1)
2. The organisation’s articles of association must show that this latter was created in accordance with the national law of the country concerned and that its registered office is situated in an eligible country. Any organisation established in a different country may not be considered a local eligible organisation. See the footnotes of the Call for Proposals guidelines. [↑](#footnote-ref-2)
3. see Annex: legal entity form [↑](#footnote-ref-3)
4. Note that only joint applications are eligible. Minimum one and maximum two co-applicants can be identified. Use one line per applicant. [↑](#footnote-ref-4)
5. See annex: legal entity form; Attach registration certificate and by laws/articles of Association. [↑](#footnote-ref-5)
6. “Target groups” are groups/entities which will directly benefit from the action at the level of the action’s objective. [↑](#footnote-ref-6)
7. Only for two phases procedures; where the contracting authority has evaluated the concept note, it shall inform the applicant of the result and allocate a proposal number. [↑](#footnote-ref-7)
8. Target groups” are groups/entities/beneficiaries which will directly benefit from the action at the level of the action’s objective [↑](#footnote-ref-8)
9. N = previous financial year [↑](#footnote-ref-9)
10. E.g. not-for-profit, governmental organisation [↑](#footnote-ref-10)