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

Grant Application File Template

**NOTE**

[*How to complete this standard grant application form:*

When you see < ... >, insert the relevant information for the Call for Proposals concerned.

Phrases between square brackets [ ] must only be inserted if they are relevant, while shaded paragraphs must only be modified exceptionally, as justified by the requirements of a specific Call for Proposals procedure.

The other parts of this standard instruction may not under any circumstances be modified. Please delete this paragraph, as well as any text highlighted in yellow and any brackets/quotation marks in the final version. ]

**TABLE OF CONTENTS**

PART A Concept note

[1 PART A: Concept notes 5](#_Toc11333480)

[1.1 Summary of the action 7](#_Toc11333481)

[1.2 Description of the action (max. 1 page) 7](#_Toc11333482)

[1.3 Relevance of the action (max. 3 pages) 8](#_Toc11333483)

[1.3.1 Relevance to the specific objectives/sectors/themes/priorities of the Call for Proposals 8](#_Toc11333484)

[1.3.2 Relevance to the particular needs and constraints of the target country, the target region(s) and/or sectors concerned (including synergies with other Enabel interventions and avoidance of duplication) 8](#_Toc11333485)

[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 8](#_Toc11333486)

[1.3.4 Elements with a particular added value 9](#_Toc11333487)

[1.3.5 The applicant’s concept note declaration 10](#_Toc11333488)

[2 PART B proposal 11](#_Toc11333489)

[2.1 General information 11](#_Toc11333490)

[2.2 Description of the action 11](#_Toc11333491)

[2.2.1 Description (maximum 13 pages) 11](#_Toc11333492)

[2.2.2 Methodology (maximum 5 pages) 12](#_Toc11333493)

[2.2.3 Duration of the indicative action plan for implementation of the action (maximum 4 pages) 13](#_Toc11333494)

[2.2.4 Sustainability of the action (maximum 3 pages) 14](#_Toc11333495)

[2.2.5 Logical framework 14](#_Toc11333496)

[2.2.6 Budget, amount requested from the contracting authority and other expected sources of financing 14](#_Toc11333497)

[2.3 The applicant’s experience 15](#_Toc11333498)

[2.4 Experience of the co-applicant(s) (where applicable) 16](#_Toc11333499)

[2.5 The applicant’s administrative data 17](#_Toc11333500)

[2.5.1 Category 19](#_Toc11333501)

[2.5.2 Target group(s) 19](#_Toc11333502)

[2.5.3 Capacity to manage and perform actions 19](#_Toc11333503)

[2.5.4 List of members on your organisation’s board of directors/management committee 20](#_Toc11333504)

[2.6 The co-applicant(s) 21](#_Toc11333505)

[2.7 Associate(s) of the applicant participating in the action 23](#_Toc11333506)

[2.8 The applicant’s declaration for the proposal 24](#_Toc11333507)

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.*

**< Country >**

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

Call for Proposals for the intervention:

< Title of the intervention>

<Navision number>

Grant application file

Reference: < Call for Proposals number >

Deadline for submission of

[

< concept notes (Part A)>]: <*indicate date>*

< proposal (Part B)>]: <*indicate date*>

To reduce expenditure and waste, we strongly recommend that you only use paper for your file (no plastic sleeves or inserts). Please also duplex print where possible.

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

# PART A: Concept notes

Instructions for the preparation of concept notes

The applicant must ensure the text:

* *does not exceed 5 full pages (A4 format) of Arial 10 font with 2cm margins, single-spaced;*
* *provides the information requested in the sections below, in the order in which it is requested, and proportionally to its relative importance (see the relevant notes entered in the evaluation grid and guidelines);*
* *provides comprehensive information (given that the evaluation grid will only be used for information appearing in concept notes);*
* *is drafted as clearly as possible for evaluation.*

Template TO FOLLOW

|  |  |
| --- | --- |
| Title of action\* |  |
| [Number and title of lot]\* |  |
| Location(s) of the action\* | *< specify the country/countries, region/regions, zone/zones or city/cities that will benefit from the action >* |
| Name of applicant\* |  |
| Nationality of applicant[[1]](#footnote-1)\* |  |
| Legal status[[2]](#footnote-2)\* |  |
| Co-applicant[[3]](#footnote-3)\* | Name, nationality and date of creation, legal status, links with the applicant or co-applicant  |
| Contact details of the applicant to be used for this action |
| **Postal Address\*:** |   |
| **Telephone number\*** (fixed and mobile)**:** indicative country + indicative city + number |  |
| **Contact person for this action\*:** |  |
| **Email of the contact person\*:** |  |
| **Address\*:** |  |
| **Organisation’s website:** |  |
| **Accreditation** | Mention whether your organization has an accreditation referred to in Article 26 of the law of 19 March 2013 on Belgian Development Cooperation |
| **Belgian Partners** | Mention which Belgian partners your organization receives funding from, or received funding from within the last three years (Name and address of each partner) |

(\*) 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.**

## Summary of the action

Please complete the table below, which must not exceed 1 page in length.

|  |  |
| --- | --- |
| Title of action\*: |  |
| [Lot: - *please fill in the box corresponding to the work package you are submitting an application for*: | ⁯ **Lot X**⁯ **Lot Y]** |
| Location(s) of the action \*- *indicate the country/countries and the region/regions which will benefit from the action* |  |
| Total duration of the action\* (*months*): |  |
| Financing requested\* (amount)  | <*EUR/currency of the contracting authority* > |
| Specific objectives\* |  |
| Target group(s)[[4]](#footnote-4)\* |  |
| Final beneficiaries[[5]](#footnote-5)\* |  |
| Estimated results\* |  |
| Main activities\* |   |

\*compulsory

## Description of the action (max. 1 page)

Please provide all of the following information:

* General information on preparing the action.
* The action objectives indicated in the table in point 1.1.
* A description of the main stakeholders, their attitude to the action and any consultation with them.
* 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.
* An indication of the action’s indicative timetable accompanied by a description of all specific factors taken into account.

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

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

Please provide all of the following information:

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 underlying themes/sectors/zones and any other specific need indicated in the Call for Proposals guidelines, like, for example, local ownership, etc.

Describe which particular expected results referred to in the Call for Proposals guidelines will be addressed.

### Relevance to the particular needs and constraints of the target country, the target region(s) and/or sectors concerned (including synergies with other Enabel interventions and avoidance of duplication)

Please provide all of the following information:

Clearly define the specific situation of the draft proposal in the target country/countries and/or sectors (include, where possible, quantified analysis).

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.

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.

Where the action is a part of a larger programme, clearly explain how it is integrated or how it is coordinated with this programme or any other proposed project. Outline the possible synergies with other initiatives, in particular of the European Commission.

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

Please provide all of the following information:

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 the proposal 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.

### Elements with a particular added value

Indicate each element having a specific added value, for example the promotion or consolidation of public/private partnerships, innovation and good practices, or other interdisciplinary questions such as environmental issues, the promotion of gender equality and equal opportunity, the needs of disabled persons, the rights of minorities and the rights of indigenous populations.

### 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***

## General information

|  |  |
| --- | --- |
| Call for Proposals number |  |
| Title of the Call for Proposals |  |
| Name of the applicant |  |
| Proposal number[[6]](#footnote-6) |  |
| Title of action |  |
| **Location of action**- *specify the country/countries and the region/regions that will benefit from the action* |  |
| [Lot number] |  |

## Description of the action

### Description (maximum 13 pages)

Provide a description of the proposed action including all the information requested below, by referring [to the general objective and][[7]](#footnote-7) to the specific objective(s) and results 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/or any local co-applicants;
* 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 co-applicant (and, where applicable, of each associate, contractor or beneficiary of sub-grants) in the activities. Do not repeat the action plan (requested in point 2.1.3 below), but demonstrate the project’s coherence. In particular, list any proposed publications;
* If the Guidelines for Applicants authorize sub-grants to sub-recipients, applicants must, under the terms of these guidelines, specify:
1. *The description of the objectives and results to be achieved with these sub- grants, the fundamental principles, the key concepts, the mechanisms, the actors and their role in the management process;*
2. *The criteria and modalities for the allocation of grants, accessibility conditions sub-beneficiaries, conditions for the admissibility of sub-projects, eligibility conditions for activities, costs and expenses;*
3. *The procedures and procedures for examining and awarding applications;*
4. *The maximum amount that can be allocated by sub-beneficiary;*
5. *The terms of contractualisation with the sub-beneficiary;*
6. *The procedures and modalities for disbursing resources;*
7. *The procedures and modalities for technical and financial monitoring;*
8. *The procedures and modalities of control.]*
* describe/highlight any changes to information originally provided in the concept note.

### 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, particularly in Belgium);
* 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;
* 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);
* the attitudes of all stakeholders to the action generally and to the activities specifically.

### 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. |  |  |  |  |  |  |  |  |  |

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

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

* describe the expected impact of the action at the technical, economic, social and political levels, including quantified data where possible (will the action improve legislation, codes of conduct, methods, etc.?);
* describe a distribution plan and the possibilities of replicating and extending the action’s results (multiplier effect), clearly indicating all proposed distribution channels;
* 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;
* describe the main pre-conditions and assumptions during and after the implementation phase;
* 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. viability at the political level, for example, where applicable, the structural impact (improved legislation, consistency with existing frameworks, codes of conduct or methods);
4. 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).

### Logical framework

Please complete Annex C of the guidelines for applicants.

### 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 list below any contributions in kind to be provided (please specify) (1 page maximum).]

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

## 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** |
|  |

## Experience of the co-applicant(s) (where applicable)

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** |
|  |

## Information on the applicant

### The applicant’s administrative data

See legal entity form

**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.**

### Category

Choose a category in Annex i

### Target group(s)

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

### Capacity to manage and perform actions

#### 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 |
|  |  |  |  |  |

### Resources

#### 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[[8]](#footnote-8) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-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 |

… ]

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

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

### 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 |  |  |  |  |

## The co-applicant(s)

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.

### Administrative data

See legal entity form (fill in one form per co-applicant)

### History of co-operation with the applicant

Describe

### Category (See Annex i)

Choose a category in annex i

### Target group (See Annex ii)

Indicate the main target groups of your organization (see annex ii)

### 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**

## 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[[9]](#footnote-9)** |  |
| **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** |  |

## 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. 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-1)
2. see Annex: legal entity form [↑](#footnote-ref-2)
3. Please use one line for each co-applicant. [↑](#footnote-ref-3)
4. “Target groups” are groups/entities which will directly benefit from the action at the level of the action’s objective. [↑](#footnote-ref-4)
5. “Final beneficiaries” are those who will benefit in the long term from the action at the level of society or the sector in the broad sense. [↑](#footnote-ref-5)
6. 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-6)
7. Only if there are several specific objectives. [↑](#footnote-ref-7)
8. N = previous financial year [↑](#footnote-ref-8)
9. E.g. not-for-profit, governmental organisation [↑](#footnote-ref-9)