**ANNEX A TO THE CALL FOR PROPOSAL**

**APPLICATION FORM (AF)**

**ECAS GRANT-MAKING TO ITS MEMBERS IN THE EU**

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# APPLICANT’S INFORMATION

|  |  |
| --- | --- |
| **Legal name**  |  |
| **Legal address and country** |  |
| **Website** |  |
| **Contact person’s details** |  |
| **Project name and acronym** |  |
| **Participant Identification Code (PIC)** |  |

# PARTNERS’ INFORMATION

*Please fill-in the tables below with the information on each of your partners, if applicable. Please copy-paste the tables as many times as needed.*

|  |  |
| --- | --- |
| **Legal name**  |  |
| **Legal address and country** |  |
| **Website** |  |

|  |  |
| --- | --- |
| **Legal name**  |  |
| **Legal address and country** |  |
| **Website** |  |

# ELIGIBILITY CHECKLIST

|  |  |
| --- | --- |
| **Information concerning applicants’ eligibility** | **YES/NO** |
| Is your organisation registered as a legal entity in an EU member state? |  |
| Does your organisation have a not-for-profit status? |  |
| Is your organisation a member of ECAS – European Citizen Action Service? |  |
| Are your organisation and your consortium’s partners (if any) committed to the respect of EU values as laid down in [Art.2 of the Treaty on European Union](https://eur-lex.europa.eu/eli/treaty/teu_2012/art_2/oj) and the [EU Charter of fundamental rights](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT)? |  |
| Is your organisation participating in only one project under the *ECAS grant-making to its members in the EU* scheme*?* |  |
| Are you an affiliated partner, branch, subcontractor of ECAS or an ECAS’ associated partner in the EURECA 2023 project? |  |
| *Only for applicants applying for grants up to 60 000 EUR*: are you a network of organisations or a single organisation applying in consortium with at least two other partners? |  |
| **Information concerning project activities eligibility** | **YES/NO** |
| Are the activities of your project entirely taking place in EU member states? |  |
| Are your project’s activities fully complying with EU values as laid down in [Art.2 of the Treaty on European Union](https://eur-lex.europa.eu/eli/treaty/teu_2012/art_2/oj) and the [EU Charter of fundamental rights](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT)? |  |
| Do your activities have a European dimension? |  |
| **Information concerning other EU grants for this project** *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*  | **YES/NO** |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. |  |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. |  |
| **Information concerning the financial contribution to ECAS own funding of EURECA 2023** | **YES/NO** |
| We confirm that in case of awarded funding for this project, our organisation will contribute to the ECAS’ co-financing of the EURECA 2023 project by allocating to ECAS an amount, equal to 20% of the project budget in 14-day period after the signing of the Grant Agreement and that the origin of our financial contribution will be from non-EU funded sources. |  |

# PROJECT SUMMARY

*(max. 2000 characters)*

|  |
| --- |
|  |

# BACKGROUND AND OBJECTIVES

*(max. 6000 characters)*

*Describe the background and rationale of the project.*

*How is the project relevant to the* ***scope of the call?*** *How does the project address the* ***general objectives*** *of the call?*

*Which* ***target groups*** *will be supported/assisted by/in the project? Why have you chosen to focus on them? Describe how the objectives of the project are based on a sound needs analysis in line with the objectives of the call. It should be specific and focus on the actual needs of the target groups.*

*What* ***issue/challenge/gap*** *does the project aim to address?*

*The objectives should be* ***clear, measurable, realistic and achievable*** *within the duration of the project. For each objective, define appropriate* ***indicators*** *for measuring achievement (including a unit of measurement, baseline value and target value).*

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|  |

# CONSORTIUM COMPOSITION AND PARTNERS’ ROLES

*(max. 2500 characters)*

***Only for projects in partnership with other organisations:*** *please list and briefly describe the activity of the consortium partner organisations and the role of each partner in the project.*

|  |
| --- |
|  |

# WORK PROGRAMME

*(max. 6000 characters)*

*Please list and describe the main* ***activities*** *to be undertaken to produce* ***results****, justifying the choice of activities in relation to the project objectives. Please also mention how the activities build on the results of past projects, if applicable. Provide the details that are required for a complete understanding of the activities to be implemented, and demonstrate coherence and consistency of the project design.*

|  |
| --- |
|  |

#  TIMETABLE OF ACTIVITIES

*Please list here the activities and events foreseen in your project’s work programme, indicating the approximate date (month) in which they will take place:*

|  |  |  |
| --- | --- | --- |
| **Activity number** | **Activity name** | **Month** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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# GENDER BALANCE, INCLUSION, DIVERSITY AND REPRESENTATIVENESS

*(max. 5000 characters)*

*Explain what in the project design and its implementation will ensure gender balance, inclusion, diversity and representativeness.*

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|  |

#  PROJECT TEAM, STAFF AND EXPERTS

*Describe the project teams and how they will work together to implement the project. List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks.* ***Please Provide CVs*** *of all key actors as an annex.*

|  |  |
| --- | --- |
| **Name and function** | **Role/tasks/professional profile and expertise** |
|  |  |
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| --- |
| **Outside resources (subcontracting, seconded staff, etc)***If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members or partner organisations, subcontracting, etc).* |
|  |

# RISK ANALYSIS

*Describe* ***critical risks****, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them. Indicate for each risk (in the description) the* ***impact and the likelihood*** *that the risk will materialise (high, medium, low), even after taking into account the* ***mitigating measures****.*

***Note:*** *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

|  |  |  |
| --- | --- | --- |
| **Risk n.**  | **Description** | **Proposed mitigation measures** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# IMPACT

*(max. 5000 characters)*

*Define the short, medium and long-term effects of the project.*

*Who are the target groups? How will the target groups benefit concretely from the project and what would* ***change*** *for them? In what way will the gap identified be reduced? How will the activities contribute to improve the situation (difference between starting point/state of play and the situation after the end of the project?) How will you reach out to the target groups (e.g.,* ***promotion and dissemination strategy****)? Does the project aim to trigger change/innovation? How will the* ***results*** *be used? Are there any possible* ***synergies/complementarities with other (EU funded) activities*** *that can build on the project results?*

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# LIST OF PROJECT DELIVERABLES

***Deliverables*** *are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items or internal working papers, meeting minutes, etc. Limit the number of deliverables (and their data volume) to max 5 for the entire project.*

*For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and include the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.*

*For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., include in the ‘Description’ field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).*

*For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the project. Month 1 marks the start of the project and all deadlines should be related to this starting date.*

*The labels used mean:*

*Public — fully open ( can be posted online on the EU Project Results platforms)*

*Sensitive — limited under the conditions of the Grant Agreement*

*EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision* [*2015/444*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Deliverable No  | Deliverable Name | Dissemination Level | Due Date(month number) | Description (including format and language) |
| D1 | [name] |  | [1,2,3,4...] |  |
| D2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# ETHICS AND EU VALUES

*(max 4000 characters)*

*Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.*

*If your project has a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. If you will have direct contacts with children you will have to provide a child protection policies in line with the* [*Keeping Children Safe Child Safeguarding Standards*](https://www.keepingchildrensafe.global/wp-content/uploads/2020/02/KCS-CS-Standards-ENG-200218.pdf)*.*

*Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.*

*Outline measures to be taken and the policies in place to guarantee full compliance with the EU values mentioned in* [*Article 2 of the Treaty on the European Union*](https://eur-lex.europa.eu/eli/treaty/teu_2012/art_2/oj) *and* [*Article 21 of the EU Charter of Fundamental Rights*](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT)*.*

|  |
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|  |

**ANNEXES**

# LIST OF MANDATORY ANNEXES

List of previous projects *(annex A.1)*

Proposals’ budget *(annex A.2 – including excel template with budget table)*

Declaration of Honour *(annex A.3)*

CVs of the project team *(annex A.4)*

Most recent annual activity report *(annex A.5)*

# ANNEX A.1 - List of previous projects

|  |
| --- |
| **List of previous projects** *Please provide a list of your previous publicly funded projects for the last 4 years.* |
| Participant  | Project Reference and Title, Funding programme | Period (start and end date) | Amount(EUR) | Website (if any) |
| [name] |  |  |  |  |
| [name] |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# ANNEX A.2 - Proposals’ budget

1. *Please complete the budget table of your project’s proposal in the annexed excel template (Annex A.2a)*
2. *If you are applying in consortium with partners, please fill-in the following tables with the details on budget distribution among partners. Please copy-paste the table as many time as necessary:*

|  |
| --- |
| **1/ *PARTNER NAME*** |
| **Cost category** | **Cost (EUR)** | **Explanation** |
| Personnel costs |  |  |
| Subcontracting |  |  |
| Travel |  |  |
| Accommodation |  |  |
| Subsistence |  |  |
| Equipment |  |  |
| Other goods, works and services |  |  |
| **Total direct costs** |  | N/A |
| Indirect costs 7% |  | N/A |
| **GRAND TOTAL** |  | N/A |

|  |
| --- |
| **2/ *PARTNER NAME*** |
| **Cost category** | **Cost (EUR)** | **Explanation** |
| Personnel costs |  |  |
| Subcontracting |  |  |
| Travel |  |  |
| Accommodation |  |  |
| Subsistence |  |  |
| Equipment |  |  |
| Other goods, works and services |  |  |
| **Total direct costs** |  | N/A |
| Indirect costs 7% |  | N/A |
| **GRAND TOTAL** |  | N/A |

# ANNEX A.3 - Declaration of Honour

*If your project foresees consortium partners, each of them must sign a separate declaration of honour. Please copy-paste the annex as many times as you need.*

* 1. **1. I declare that:**
	2. a. I/my organisation commit to comply with the eligibility criteria and all other conditions set out in the call for proposals — for the entire duration of the action.
	3. b. the organisation that I represent is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not subject of the proceedings concerning those matters, nor is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
	4. c. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
	5. d. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been guilty of grave professional misconduct;
	6. e. the organisation that I represent is in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country where the contract is to be performed;
	7. f. neither the organisation that I represent nor persons having powers of representation, decision making or control over it have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity, where such illegal activity is detrimental to the European Union’s financial interests;
	8. g. the organisation that I represent is not subject to an administrative penalty for being guilty of misrepresenting the information required as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the European Union’s budget;
	9. h. the organisation that I represent commits not to undermine the reputation of ECAS by any mean;
	10. i. the organisation which I represent respects general principles (including fundamental rights, values and ethical principles, environmental and labour standards, intellectual property rights, visibility of funding and protection of personal data).
	11. **2. I declare that I/my organisation’s representatives:**
	12. a. will inform ECAS without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest with any of the evaluators or Selection Committee members;
	13. b. has not made false declarations in supplying the information required by ECAS as a condition of participation in the *ECAS Grant-making to its Members in the EU* Call for proposals or do not fail to supply this information;
	14. c. have not received any other EU grant for this project and will give notice of any future EU grants related to this project;
	15. d. [*For consortium leaders’ only*] acknowledges to be fully responsible for any partners which participate in the action;
	16. e. fully comply and commit with European Union values as laid down in [Article 2 of the Treaty on European Union](https://eur-lex.europa.eu/eli/treaty/teu_2012/art_2/oj) and the [EU Charter of fundamental rights](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT), and will be eligible to apply.
	17. e. would not breach Union values, promote values contradictory to Union values and/or engage into activities contradictory to Union values, by carrying out the proposed project activities.
	18. f. are aware that breaches will make my organization and partners liable to exclusion, penalties or cancellation of funding.
	19. g. are not in one of the situations of exclusion, referred to in the above-mentioned points 1a) to i).
	20. **3. I certify that my organisation:**
	21. a. is committed to participate in the aforementioned call;
	22. b. have stable and sufficient sources of funding to maintain activity throughout participation in the above mentioned call and to provide any counterpart funding necessary;
	23. c. [*For consortium leaders’ only*]commit to allocate to ECAS an amount, equal to 20% of the project budget in 14 days after the signing of the Grant Agreement;
	24. d. have or will have the necessary resources as and when needed to carry out involvement in the above mentioned call.
	25. **4. I declare that I and other representatives of my organisation will:**

a. comply with any and all legal requirements, both within the country or countries in which the project shall operate and at the European level, in particular the [European Union General Data Protection regulation 2016/679](https://eur-lex.europa.eu/eli/reg/2016/679/oj);

b. take all reasonable steps to ensure project outputs are made openly available and accessible to the widest possible audience.

**[***For consortium leaders’ only***]**

**I declare that, to the best of my knowledge and belief, my organisation and my partners eligible to apply for the Call and all the information I provided on the submission platform is true.**

**I add the following Declaration on the origin of the financial contribution to ECAS in case the project is approved for funding:**

|  |
| --- |
| *I hereby declare that … [please briefly describe the origin of the funds with which you will co-finance the project activities]:* |

Yours faithfully

Date:

Signature of the organisation’s legal representative: