**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form is the template for ECAS Grant-making applications and it must be submitted via the [link](https://ecas.org/call-for-proposals-2024-application-form/) available on the [dedicated call webpage](https://ecas.org/projects/call-for-proposals-2024-ecas-grant-making-to-its-members-in-the-eu/) before the call deadline.

The Form consists of the following parts:

* The core part (Annex A to the Call for proposals)
* Relevant annexes (A.1 to A.5, as detailed in the form below)

The completed form and annexes must be uploaded as a single PDF (except for the budget table, which must be a separate Excel file) through the dedicated [submission module](https://ecas.org/call-for-proposals-2024-application-form/). The templates to use are available on the [call webpage](https://ecas.org/projects/call-for-proposals-2024-ecas-grant-making-to-its-members-in-the-eu/), in the menu on the right.

**How to prepare and submit it?**

The Application Form must be prepared by the applicant and submitted by a representative. Once submitted, you will receive a confirmation e-mail.

**Character** and **page limits**:

* page limit: **35** pages including Work Packages and instructions, **not counting annexes A.1 to A.5**
* minimum font size — **10** points
* page size: A4
* margins (top, bottom, left and right): at least 15 mm
* characters: indicative character limits are set as guidance (see relevant fields below), although the binding limit refers to pages only.

Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you submit an application that exceeds the specified page limit, you will be required to shorten and re-submit your application. Failure to comply with this request will be notified to the evaluation panel, which will disregard any excess page.

 **Please do NOT delete any instructions in the document.**

**ANNEX A TO THE CALL FOR PROPOSAL**

**APPLICATION FORM (AF)**

**GRANT-MAKING TO ECAS MEMBERS IN THE EU - 2024**

Table of Contents

[1. APPLICANT’S INFORMATION 3](#_Toc155948117)

[3. ELIGIBILITY CHECKLIST 3](#_Toc155948118)

[4. PROJECT SUMMARY 4](#_Toc155948119)

[5. BACKGROUND AND OBJECTIVES 5](#_Toc155948120)

[6. WORK PLAN AND WORK PACKAGES 6](#_Toc155948122)

[7. PROJECT TEAM, STAFF AND EXPERTS 23](#_Toc155948123)

[8. RISK ANALYSIS 23](#_Toc155948124)

[9. ETHICS 23](#_Toc155948125)

[LIST OF MANDATORY ANNEXES 25](#_Toc155948127)

[ANNEX A.1 - List of relevant previous projects 25](#_Toc155948128)

[ANNEX A.3 - Declaration of Honour 26](#_Toc155948129)

[ANNEX A.4 - Declaration of financial capacity 28](#_Toc155948130)

# APPLICANT’S INFORMATION

|  |  |
| --- | --- |
| **Legal name**  |  |
| **Legal address and country** |  |
| **Website** |  |
| **Contact person’s details** |  |
| **Project name and acronym** |  |
| **Project duration (in n. months)** |  |
| **Participant Identification Code (PIC)** |  |
| **Chosen application’s lot** |  |

1. **PARTNERS’ INFORMATION**

*Please fill in the table below with the information on each of your consortium partners, if applicable.*

|  |  |  |
| --- | --- | --- |
| **Partner legal name** | **Registered address and country** | **Website** |
|  |  |  |
|  |  |  |
|  |  |  |

# ELIGIBILITY CHECKLIST

|  |  |
| --- | --- |
| **Information concerning applicants’ eligibility** | **YES/NO** |
| Are your organisation and your consortium partners (if any) 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 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)? |  |
| Are your organisation and your consortium partners (if any) receiving funds from bodies that are incompatible with the above-mentioned EU fundamental rights and values? |  |
| Are your organisation and/or your consortium partners (if any) affiliated partners, branches, subcontractors of ECAS or an ECAS’ associated partners in the EURECA 2024 project? |  |
| Are your organisation and/or your consortium partners (if any) an EU wide network or umbrella organisation? |  |
| **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 that 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 that 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. |  |

# PROJECT SUMMARY

*(approx. 1500 characters, spaces included)*

|  |
| --- |
|  |

# BACKGROUND AND OBJECTIVES

# *(approx. 3000 characters, spaces included)*

*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.*

|  |
| --- |
|  |

# WORK PLAN AND WORK PACKAGES

**Work plan**

*Please provide a list of work packages composing your project (max.3)*

|  |
| --- |
|  |

**Work packages**

|  |
| --- |
| **Work packages (WPs) - instructions***This section concerns a detailed description of the project activities.* *Group your activities into work packages.* ***A work package means a major sub-division of the project****. For each work package, enter an objective (expected outcome) and list the activities, KPIs, deliverables and impact on target groups that belong to it. The grouping should be logical and guided by identifiable outputs.* *Projects should have a minimum of 1 work package and a maximum of 3.*  *Please limit the number of work packages (****max. 3****) and the number of deliverables to* ***max. 6*** *for the entire project.*  *Enter each activity/deliverable only once (under one work package).* *Ensure consistence with the budget table.* |
| **Objectives***List the specific objectives to which the work package is linked.***Activities***List the activities which will lead to the achievement of the objectives of the work package. Please consult and choose from the pre-defined list of activities here:** *awareness raising and outreach campaigns, for the general public and key stakeholders*
* *organisation of civic platforms and civic dialogues*
* *watchdog, monitoring, lobbying and advocacy activities,*
* *training and capacity-building of key stakeholders*
* *research and analysis, linked to the Call for proposals’ themes*
* *project results’ communication and dissemination*
 |
| **Key Performance Indicators (KPIs)***Please include indicators and related values to measure the achievement of your activities’ results and impact against the objectives. Please provide indicators for each of the activities listed in the WP.*  |
| **Deliverables (outputs/outcomes)*****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 to max 6. for the entire project.* *For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide a report including: agenda, signed presence list for in-person events or attendance report extracted from the online platform used for online events, summary/minutes of the event (mandatory) + training material package presentations, recordings, evaluation report, feedback questionnaire (where applicable).* *For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add 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 plan to achieve it. The due month of the deliverable cannot be outside the duration of the work package and the project. Month 1 marks the start of the project and all deadlines should be related to this starting date.****Deliverable type:****Please choose among the following:** *R — Document, report*
* *DEC —Websites, patent filings, videos, etc.*
* *DATA — data sets, microdata, etc*
* *ETHICS*
* *OTHER*

***Dissemination level:*** *Please choose one of the following labels: Public (PU); Sensitive (SEN); RESTREINT-UE/EU-RESTRICTED; CONFIDENTIEL-UE/EU-CONFIDENTIAL; SECRET-UE/EU-SECRET.**The labels mean:** *Public (PU)— fully open (* *to be posted online on the Project Results platforms)*
* *Sensitive (SEN)— limited under the conditions of the Grant Agreement (confidential, if agreed with ECAS)*
* *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)*. *For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.*
 |
| **Impact on target groups (based on KPIs and deliverables)***Define the short, medium and long-term effects of the work packages’ activities. Please explain their relationship with the deliverables and KPIs listed above.**Guiding questions: Who are the target groups? How will the target groups benefit concretely from the WP’ s activities and what would change for them? 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)? How will the results be used? Are there any possible synergies/complementarities with other projects**that can build on the results of this work package?* |
| **Diversity, Equity, Inclusion and Accessibility (DEIA)***Please fill in the dedicated table indicating the applicable measures and activities that you plan to implement in order to ensure DEIA in your project.* *You will be required to report on these priorities. Please bear this in mind and design a plan that is realistic for the timescale of your project and for your capacity, and that is relevant to your project’s goals and to your organisation’ s values.**Ideally, you should have a plan for each of the DEIA priorities listed below. If any priority cannot apply, please leave the related field blank.*  |

#### Work Package 1

|  |
| --- |
| **Work Package 1: [Title]** |
| **Duration:** | MX - MX  |
| **Objectives** |
|  |
| **Activities** |
| Activity No(continuous numbering linked to WP) | Activity type(please choose from the list indicated in the instructions above) | Activity name | Description | Implementing partner (if consortium of multiple organisations) | Subcontracting?(Yes/No and to whom) |
| A1.1 | Choose an item. |  |  |  |  |
| A1.2 | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |

|  |
| --- |
| **Key Performance Indicators (WP1)** |
| Activity Name | Activity type | Indicators | Baseline values (incl. short explanation for each value) | Target values (incl. short explanation for each value) |
|  | Awareness raising and outreach campaigns, for the general public and key stakeholders | [*Please insert relevant indicators, e.g.:* *- n. of* *event attendees**- n. of policymakers and/or civil society organisations (CSOs) reached* *- n. of general public reached by campaigns through each communication channel (views)**- n. of campaign-related engagements (posts’ comments, likes, shares, etc.)**- n. of publications /resources/ toolkits* |  |  |
|  | Organisation of civic platforms and civic dialogues | [*Please insert relevant indicators,* *e.g.:**- n. of citizens/CSOs/ policymakers reached through different means (events, online platforms or fora, etc.)**- n. of CSOs participating in coalitions/communities of practice**- n. of resources published*] |  |  |
|  | Watchdog, monitoring, lobbying and advocacy activities | [*Please insert relevant indicators,* *e.g.:*- *n. of policymakers and key stakeholders reached**- n. of publications/resources**- concrete results achieved, such as change of policy or practice*] |  |  |
|  | Training and capacity-building of key stakeholders | [*Please insert relevant indicators,* *e.g.:**- n. of CSOs/civil servants/other key stakeholders benefitting from training and capacity building activities**- n. of publications / resources / toolkits***-** *change of knowledge level identified through pre and post training surveys*] |  |  |
|  | Research and analysis, linked to the Call for proposals’ themes. | [*Please insert relevant indicators,* *e.g.:*- *n. and length of publications*, - *n. of resources / toolkits produced, - n. of policymakers and key stakeholders reached*] |  |  |
|  | Project results’ communication and dissemination | [*Please insert relevant indicators* *e.g.:**- n. of general public or specific stakeholders reached through each different communication mean**- n. of engagements (posts’ comments, likes, shares, etc.)**- n. of publications*] |  |  |

|  |
| --- |
| **Deliverables (WP1)** |
| Deliverable No(continuous numbering linked to WP) | Deliverable Name | Work Package No | Type(choose – see instructions above) | Dissemination Level(choose - see instructions above) | Due Date(month number) | Description(including format and language) |
| D1.1 |  | 1 | Choose an item. | Choose an item. |  |  |
| D1.2 |  | 1 | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |

####

|  |
| --- |
| **Impact on target groups (WP1)***See instructions above (approx. 1500 characters, spaces included)*  |
|  |

|  |
| --- |
| **Diversity, Equity, Inclusion and Accessibility (DEIA) – WP1** |
| DEIA priority | Activity | Indicator (to measure the achievement of results) |
| **Gender equality** *(e.g. ensuring gender balance across project activities and equitable working conditions and opportunities within the applicant organisations, planning events to enable access to parents and caregivers, applying gender-sensitive language, etc.)* |  |  |
| **Anti-bias/anti-discrimination or active inclusion** (*e.g., racialised groups, Roma community, LGBTQIA+ community, destitute citizens, citizens with non-formal education background, citizens from a disadvantaged socio-economic background*) |  |  |
| **Accessibility** *(especially but not exclusively, for people with disabilities, the older population, low-income households, rural communities, and linguistic minorities)* |  |  |
| **Diversity in representation** *(e.g., contributors to the project’s intellectual outputs, speakers / facilitators / trainers at project events, collaborators to the project design and planning belonging to and/or representing vulnerable and underrepresented groups; diversity taken into account when producing communication materials and campaigns)* |  |  |

#### Work Package 2

|  |
| --- |
| **Work Package 2: [Title]** |
| **Duration:** | MX - MX  |
| **Objectives** |
|  |
| **Activities** |
| Activity No(continuous numbering linked to WP) | Activity type(please choose from the list indicated in the instructions above) | Activity name | Description | Implementing partner (if consortium of multiple organisations) | Subcontracting?(Yes/No and to whom) |
| A2.1 | Choose an item. |  |  |  |  |
| A2.2 | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |

|  |
| --- |
| **Key Performance Indicators (WP2)** |
| Activity Name | Activity type | Indicators | Baseline values (incl. short explanation for each value) | Target values (incl. short explanation for each value) |
|  | Awareness raising and outreach campaigns, for the general public and key stakeholders | [*Please insert relevant indicators, e.g.:* *- n. of* *event attendees**- n. of policymakers and/or civil society organisations (CSOs) reached* *- n. of general public reached by campaigns through each communication channel (views)**- n. of campaign-related engagements (posts’ comments, likes, shares, etc.)**- n. of publications /resources/ toolkits* |  |  |
|  | Organisation of civic platforms and civic dialogues | [*Please insert relevant indicators,* *e.g.:**- n. of citizens/CSOs/ policymakers reached through different means (events, online platforms or fora, etc.)**- n. of CSOs participating in coalitions/communities of practice**- n. of resources published*] |  |  |
|  | Watchdog, monitoring, lobbying and advocacy activities | [*Please insert relevant indicators,* *e.g.:*- *n. of policymakers and key stakeholders reached**- n. of publications/resources**- concrete results achieved, such as change of policy or practice*] |  |  |
|  | Training and capacity-building of key stakeholders | [*Please insert relevant indicators,* *e.g.:**- n. of CSOs/civil servants/other key stakeholders benefitting from training and capacity building activities**- n. of publications / resources / toolkits***-** *change of knowledge level identified through pre and post training surveys*] |  |  |
|  | Research and analysis, linked to the Call for proposals’ themes. | [*Please insert relevant indicators,* *e.g.:*- *n. and length of publications*, - *n. of resources / toolkits produced, - n. of policymakers and key stakeholders reached*] |  |  |
|  | Project results’ communication and dissemination | [*Please insert relevant indicators* *e.g.:**- n. of general public or specific stakeholders reached through each different communication mean**- n. of engagements (posts’ comments, likes, shares, etc.)**- n. of publications*] |  |  |

|  |
| --- |
| **Deliverables (WP2)** |
| Deliverable No(continuous numbering linked to WP) | Deliverable Name | Work Package No | Type(choose – see instructions above) | Dissemination Level(choose - see instructions above) | Due Date(month number) | Description(including format and language) |
| D2.1 |  | 2 | Choose an item. | Choose an item. |  |  |
| D2.2 |  | 2 | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |

|  |
| --- |
| **Impact on target groups (WP2)***See instructions above (approx. 1500 characters, spaces included)*  |
|  |

|  |
| --- |
| **Diversity, Equity, Inclusion and Accessibility (DEIA) – WP2** |
| DEIA priority | Activity | Indicator (to measure the achievement of results) |
| **Gender equality** *(e.g. ensuring gender balance across project activities and equitable working conditions and opportunities within the applicant organisations, planning events to enable access to parents and caregivers, applying gender-sensitive language, etc.)* |  |  |
| **Anti-bias/anti-discrimination or active inclusion** (*e.g., racialised groups, Roma community, LGBTQIA+ community, destitute citizens, citizens with non-formal education background, citizens from a disadvantaged socio-economic background*) |  |  |
| **Accessibility** *(especially but not exclusively, for people with disabilities, the older population, low-income households, rural communities, and linguistic minorities)* |  |  |
| **Diversity in representation** *(e.g., contributors to the project’s intellectual outputs, speakers / facilitators / trainers at project events, collaborators to the project design and planning belonging to and/or representing vulnerable and underrepresented groups; diversity taken into account when producing communication materials and campaigns)* |  |  |

#### Work Package 3

|  |
| --- |
| **Work Package 3: [Title]** |
| **Duration:** | MX - MX  |
| **Objectives** |
|  |
| **Activities** |
| Activity No(continuous numbering linked to WP) | Activity type(please choose from the list indicated in the instructions above) | Activity name | Description | Implementing partner (if consortium of multiple organisations) | Subcontracting?(Yes/No and to whom) |
| A3.1 | Choose an item. |  |  |  |  |
| A3.2 | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |
|  | Choose an item. |  |  |  |  |

|  |
| --- |
| **Key Performance Indicators (WP3)** |
| Activity Name | Activity type | Indicators | Baseline values (incl. short explanation for each value) | Target values (incl. short explanation for each value) |
|  | Awareness raising and outreach campaigns, for the general public and key stakeholders | [*Please insert relevant indicators, e.g.:* *- n. of* *event attendees**- n. of policymakers and/or civil society organisations (CSOs) reached* *- n. of general public reached by campaigns through each communication channel (views)**- n. of campaign-related engagements (posts’ comments, likes, shares, etc.)**- n. of publications /resources/ toolkits* |  |  |
|  | Organisation of civic platforms and civic dialogues | [*Please insert relevant indicators,* *e.g.:**- n. of citizens/CSOs/ policymakers reached through different means (events, online platforms or fora, etc.)**- n. of CSOs participating in coalitions/communities of practice**- n. of resources published*] |  |  |
|  | Watchdog, monitoring, lobbying and advocacy activities | [*Please insert relevant indicators,* *e.g.:*- *n. of policymakers and key stakeholders reached**- n. of publications/resources**- concrete results achieved, such as change of policy or practice*] |  |  |
|  | Training and capacity-building of key stakeholders | [*Please insert relevant indicators,* *e.g.:**- n. of CSOs/civil servants/other key stakeholders benefitting from training and capacity building activities**- n. of publications / resources / toolkits***-** *change of knowledge level identified through pre and post training surveys*] |  |  |
|  | Research and analysis, linked to the Call for proposals’ themes. | [*Please insert relevant indicators,* *e.g.:*- *n. and length of publications*, - *n. of resources / toolkits produced, - n. of policymakers and key stakeholders reached*] |  |  |
|  | Project results’ communication and dissemination | [*Please insert relevant indicators* *e.g.:**- n. of general public or specific stakeholders reached through each different communication mean**- n. of engagements (posts’ comments, likes, shares, etc.)**- n. of publications*] |  |  |

|  |
| --- |
| **Deliverables (WP3)** |
| Deliverable No(continuous numbering linked to WP) | Deliverable Name | Work Package No | Type(choose – see instructions above) | Dissemination Level(choose - see instructions above) | Due Date(month number) | Description(including format and language) |
| D3.1 |  | 3 | Choose an item. | Choose an item. |  |  |
| D3.2 |  | 3 | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  | Choose an item. | Choose an item. |  |  |

|  |
| --- |
| **Impact on target groups (WP3)***See instructions above (approx. 1500 characters, spaces included)*  |
|  |

|  |
| --- |
| **Diversity, Equity, Inclusion and Accessibility (DEIA) – WP3** |
| DEIA priority | Activity | Indicator (to measure the achievement of results) |
| **Gender equality** *(e.g. ensuring gender balance across project activities and equitable working conditions and opportunities within the applicant organisations, planning events to enable access to parents and caregivers, applying gender-sensitive language, etc.)* |  |  |
| **Anti-bias/anti-discrimination or active inclusion** (*e.g., racialised groups, Roma community, LGBTQIA+ community, destitute citizens, citizens with non-formal education background, citizens from a disadvantaged socio-economic background*) |  |  |
| **Accessibility** *(especially but not exclusively, for people with disabilities, the older population, low-income households, rural communities, and linguistic minorities)* |  |  |
| **Diversity in representation** *(e.g., contributors to the project’s intellectual outputs, speakers / facilitators / trainers at project events, collaborators to the project design and planning belonging to and/or representing vulnerable and underrepresented groups; diversity taken into account when producing communication materials and campaigns)* |  |  |

**Estimated budget**

*Please complete the detailed budget table for each Work Package in Annex A.2.*

# PROJECT TEAM, STAFF AND EXPERTS

*Describe the project team and how team members will work together to implement the project. List the staff included in the project budget 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 project team members as an annex.*

|  |  |
| --- | --- |
| **Name and function** | **Role/tasks/professional profile and expertise** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# 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.**  | **Related WP n.** | **Description** | **Proposed mitigation measures** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# ETHICS

# *(max. 2000 characters, spaced included)*

*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 policy in line with the* [*Keeping Children Safe Child Safeguarding Standards*](https://commission.europa.eu/system/files/2023-10/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)*.*

|  |
| --- |
|  |

**ANNEXES**

# LIST OF MANDATORY ANNEXES

List of relevant previous projects - up to 3 *(annex A.1)*

Proposal’s budget *(annex A.2 – Excel template with budget table)*

Declaration of Honour *(annex A.3)*

Declaration of financial capacity (*annex A.4)*

CVs of the project team *(annex A.5 – to be added by the applicant)*

#

# ANNEX A.1 - List of relevant previous projects

|  |
| --- |
| **List of relevant previous projects** *Please provide a list of your relevant projects for the last 4 years (max.3).* |
| Project nameand website link (if applicable) | Funder and Funding programme | Period (start and end date) | Relevance to the theme of the Call’s Lot |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 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 (see call Guidelines for Applicants and eligibility checklist in the Application Form) 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;

i. the organisation that I represent is not receiving funds from bodies that are incompatible with EU values and fundamental rights.

* 1. j. 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).
	2. **2. I declare that I/my organisation’s representatives:**
	3. 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;
	4. b. has not made false declarations in supplying the information required by ECAS as a condition of participation in the *Grant-making to ECAS Members in the EU - 2024* Call for proposals or do not fail to supply this information;
	5. c. have not received any other EU grant for this project and will give notice of any future EU grants related to this project;
	6. d. 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.
	7. 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.
	8. f. are aware that breaches will make my organization and partners liable to exclusion, penalties or cancellation of funding.
	9. g. are not in one of the situations of exclusion, referred to in the above-mentioned points 1a) to j).
	10. **3. I certify that my organisation:**
	11. a. is committed to participate in the aforementioned call;
	12. 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;
	13. c. have or will have the necessary resources as and when needed to carry out involvement in the above mentioned call.
	14. **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.

Yours faithfully,

Date:

Name and signature of the organisation’s legal representative:

# ANNEX A.4 - Declaration of financial capacity

*Please complete the table below including the figures from your accounts of the last two financial years. If 2023 must still be closed, please provide provisional data. The financial capacity of applicants will be assessed in case of positive evaluation of their project proposal.*

I, the undersigned, in my capacity of a legal representative of …….[NAME of the organisation], certify the truthfulness of the financial information provided below:

**2022**

* Income:
* Sources of income:

[ ]  EU grants (please specify):

[ ]  Other grants (please specify):

[ ]  Service contracts (please specify):

[ ]  Membership fees (please specify):

[ ]  Other sources (please specify):

* Annual turnover:
* Reserves:
* Liabilities:

**2023**

* Income:
* Sources of income:

[ ]  EU grants (please specify):

[ ]  Other grants (please specify):

[ ]  Service contracts (please specify):

[ ]  Membership fees (please specify):

[ ]  Other sources (please specify):

* Annual turnover:
* Reserves:
* Liabilities:

Date, name, position and signature of the legal representative: