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**European Movement International**

**Together for Europe**

**Grant application form**

Deadline for submission of full applications

**03 April 2023; 10:00 Brussels time**

**Electronic submission only:** [**secretariat@europeanmovement.eu**](mailto:secretariat@europeanmovement.eu)

|  |  |
| --- | --- |
| Title of the action: |  |
| [Number of lot] |  |
| Location(s) of the action: | *<*specify country(ies), region(s), area(s) or town(s) that will benefit from the action*>* |
| Name of the applicant |  |
| Nationality of the applicant[[1]](#footnote-1) |  |

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

|  |  |
| --- | --- |
| Applicant’s contact details for the purpose of this action | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

|  |
| --- |
| **Please fill in the application form responding to all the questions.**  **The font used should not be smaller than 11, and the number of pages should not exceed 25 pages in total.**  **Please do not delete the questions and instructions.** |

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# 

# 1. PROJECT SUMMARY

|  |  |
| --- | --- |
| Objectives of the action | <Overall objective *(i.e. Impact)*>  <Specific objective(s) *(i.e. Outcome(s))*> |
| Target group(s)[[2]](#footnote-2) |  |
| Final beneficiaries[[3]](#footnote-3) |  |
| Expected outputs |  |
| Main activities |  |

# 2. PROFILE

|  |
| --- |
| **Profile**  *Present your organisation. Describe size, structure, activities and composition/membership.* |
| Insert text |

# 3. OBJECTIVES

|  |
| --- |
| **Objectives**  *Describe the overall and specific objectives of the action. The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement. The specific objectives should also contribute to the creation of favourable conditions for advancing gender equality and tackling multiple and intersecting discrimination.* |
| Insert text |

# 4. DESCRIPTION OF THE ACTION

|  |
| --- |
| **Description of the Action**  *Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective/impact and specific objective(s)/outcome(s), as well as to the possible intermediary outcomes and outputs*   * *Briefly outline* ***the relevance*** *of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s)* * *Define and describe* ***the target groups and final beneficiaries****, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.* * *Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)[[4]](#footnote-4) and finally the outcome(s) to the expected impact[[5]](#footnote-5), making explicit the main assumptions and risks along this chain of results.* * *Identify and describe each activity (or work package) to be undertaken to produce outputs, justifying the choice of activities and specifying the role of each co-applicant and affiliated entity (and associates or contractors or recipients of financial support where applicable) in the activities.* |
| Insert text |

# 5. ACTION PLAN

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

The action plan will be drawn up using the following format:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | | |
|  | Half-year 1 | | | | | | | Half-year 2 | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |

# 6. SUSTAINABILITY OF THE ACTION

|  |
| --- |
| Sustainability of the action Please provide **all the** information requested below:   * Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?). * Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks. * Explain how the action will be made sustainable after completion. * Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel. |
| Insert text |

# 6. BUDGET

Fill in Annex B Budget template to the guidelines for applicants to provide information on:

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

# 7. The applicant

|  |  |
| --- | --- |
| **EuropeAid ID number (if any)**[[6]](#footnote-6) |  |
| **Name of the organisation** |  |

**Identity**

|  |  |
| --- | --- |
| **The applicant’s contact details for the purpose of this action** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |

**The EMI must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The EMI will ntt be held responsible in the event that it cannot contact an applican****t**

# 8. Checklist – full application form – for self-guidance

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal: <**indicate the title> | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The correct grant application form has been used.** |  |  |
| **2. The Declaration by the applicant has been filled in and signed.** |  |  |
| **3. The proposal is typed and is in English** |  |  |
| **4. The budget is enclosed, in balance, presented in the format requested, and stated in EUR** |  |  |
| **5. The Declaration of honour is signed and attached** |  |  |
| **6. If applying for the Lot 2 – a Balance sheet for the previous year is attached** |  |  |
| **PART 2 (ELIGIBILITY)**  **7. The action will be implemented in [an] eligible [country(ies)] [region(s).** |  |  |
| **8. The duration of the action is between <2 months> and <6 months> (the minimum and maximum allowed).** |  |  |
| **9. The requested contribution is maximum <5000 EUR > OR <15000 EUR > (the maximum allowed).** |  |  |
| **10. The requested contribution is maximum 80% of the total eligible costs (maximum percentage allowed).[[7]](#footnote-7)** |  |  |

**Together for europe**

## Declaration by the applicant

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, hereby declares that

* the applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the applicant certifies the legal statues of the applicant;
* the applicant, has the professional competences and qualifications specified in the guidelines for applicants;
* the applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
* the applicant is in a position to deliver immediately, upon request, the supporting documents stipulated in the guidelines for applicants.
* the applicant is eligible in accordance with the criteria set out under Section 4 of the guidelines for applicants;

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

|  |  |  |
| --- | --- | --- |
| Sources of funding |  |  |
| (Name) | (Amount) | (Status : applied or awarded) |
|  |  |  |
|  |  |  |
| … |  |  |

The applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors or to the European Anti-Fraud Office.

Signed on behalf of the applicant

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

## Assessment grid FOR the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **administrative check** | |  | |  | |
| 1. The submission deadline has been met. | |  | |  | |
| 2. The full application satisfies all the criteria specified in the checklist in Section 7 of Part B. | |  | |  | |
| **DECISION:**  The committee has decided to evaluate the full application, which passed the administrative checks. | |  | |  | |
| Administrative compliance has been checked by:  Date: | | | | | |
| **evaluation of the full application** | |  | |  | |
| **decision:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking. | |  | |  | |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking | |  | |  | |
| **C.** The proposal has been rejected for financing | |  | |  | |
| The proposal has been evaluated by:  Date: | | | | | |
| **eligibility verification** |  | |  | |
| 1. The lead applicant satisfies the eligibility criteria in the guidelines. |  | |  | |
| 2. The supporting documents listed below were submitted in accordance with the guidelines |  | |  | |
| a. The lead applicant's statutes or articles of association |  | |  | |
| b. Declaration of Honour |  | |  | |
| Eligibility has been assessed by:  Date: | | | | |
| **decision:**  The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  | |  | |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call. [↑](#footnote-ref-1)
2. ‘Target groups’ are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-2)
3. ‘Final beneficiaries’ are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-3)
4. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s). [↑](#footnote-ref-4)
5. The impact is the long-term expected effect of the action fulfilling the overall objective. [↑](#footnote-ref-5)
6. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)>

   This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-6)
7. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-7)