

**European Movement International**

**<Together for Europe 2024 >**

**Grant application form**

Deadline for submission of full applications

9 March 2024

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.**

Contents

[1. PROJECT SUMMARY 4](#_Toc122089393)

[2. PROFILE 4](#_Toc122089394)

[3. OBJECTIVES 4](#_Toc122089395)

[4. DESCRIPTION OF THE ACTION 5](#_Toc122089396)

[5. ACTION PLAN 5](#_Toc122089397)

[6. SUSTAINABILITY OF THE ACTION 6](#_Toc122089398)

[6. BUDGET 6](#_Toc122089399)

[7. The applicant 8](#_Toc122089400)

[8. Checklist – full application form – for self-guidance 9](#_Toc122089401)

[Declaration by the applicant 11](#_Toc122089402)

[Assessment grid FOR the full application 12](#_Toc122089403)

# 

# 1. PROJECT SUMMARY

|  |  |
| --- | --- |
| **Objectives of the action**  ***The impact*** *is the long-term expected effect of the action fulfilling the overall objective to which the action contributes at country, regional or sector level. The impact is rarely, if ever, achieved, during the lifetime of your project but your activities should contribute to its long-term achievement.*  ***Outcomes*** *are likely or achieved short-term and medium-term change and effects of intervention outputs.*  *It is good practice to limit the number of specific objectives (often one is enough), however for large Actions, other outcomes can be included.* | <Overall objective *(i.e. Impact)*>  <Specific objective(s) *(i.e. Outcome(s))*> |
| **Target group**(s)  *Groups/entities who will directly benefit from the action at the action purpose level)*  *Provide a brief description of target groups and intended reach including the numbers wherever possible* |  |
| **Final beneficiaries**  *Those who will benefit from the action in the long term at the level of the society or sector at large)*  *Provide a brief description of final beneficiaries and estimated including the numbers wherever possible* |  |
| **Expected outputs**  *Outputs are the* ***direct/tangible products*** *(goods and services) delivered/generated by the action, like* ***number of events, participants, campaigns, workshops etc.*** *They may also include changes resulting from the action which are relevant to the achievement of outcomes. These changes relate to* ***improved capacities, abilities, skills, systems, policies*** *of a group of people or an organisation, and are generated by the action.*  *Outputs should be linked to corresponding outcomes through* ***clear numbering - indicators.*** |  |
| **Main activities**  *What are the key activities to be carried out to produce the intended outputs? Present here your main activities.* |  |

# 2. PROFILE

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

# 3. OBJECTIVES

|  |
| --- |
| **Objectives**  *Briefly 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:*   * *Why is your proposal relevant for the objectives and priorities of the Call Together for Europe 2024?* * *What are the needs and constraints of the* ***target groups and final beneficiaries****, or specific challenges in your country and how will your action address these needs and improve their situation?* * *Present the intervention logic - how the activities will lead to the outputs, then the outputs to the outcome(s)[[2]](#footnote-2) and finally the outcome(s) to the expected impact[[3]](#footnote-3)?* * *What are the main assumptions and risks that could influence the chain of results?* * *Describe each activity (or work package) to be undertaken to produce outputs, justifying the choice of activities and specifying the role of partners, if any?* |
| *Insert text* |

# 5. ACTION PLAN

Applicants must provide an indicative timeline of their activities. **The exact starting date can be decided after the signature of the grant agreement**.

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 (please add or delete rows as necessary):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Month 1** | **2** | **3** | **4** | **5** | **6** |
| *Preparation Activity 1 (title)* |  |  |  |  |  |  |
| *Execution Activity 1 (title)* |  |  |  |  |  |  |
| *Preparation Activity 2 (title)* |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |

# 6. SUSTAINABILITY OF THE ACTION

|  |
| --- |
| Sustainability of the action  * Describe briefly 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 greater voters’ turnout, better understanding of the European Parliament elections, improved legislation, codes of conduct, methods, etc.?). * Explain how the action will be made sustainable after completion or how it fits your longterm strategy * 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

For LOT 1 – state here the requested amount.

For Lot 2 – Fill in Annex B Budget template to the guidelines for applicants

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

# 7. The applicant

|  |  |
| --- | --- |
| **Organisation** |  |
| **The applicant’s contact details for the purpose of this action** |  |
| **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

**Together for europe**

|  |  |  |
| --- | --- | --- |
| **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 Declaration of honour has been filled and signed** |  |  |
| **4. The articles of association (Statute) are attached** |  |  |
| **5.** **The latest balance sheet is attached (for LOT 2)** |  |  |
| **6.** **The budget is enclosed, in balance, presented in the format requested, and stated in EUR (for LOT 2 only)** |  |  |
| **PART 2 (ELIGIBILITY)**  **6. The action will be implemented in [an] eligible [country(ies)] [region(s).** |  |  |
| **7. The duration of the action is between <2 months> and <6 months> (the minimum and maximum allowed).** |  |  |
| **8. The requested contribution is maximum LOT 1 <3000 EUR > OR LOT 2 <12000 EUR > (the maximum allowed).** |  |  |

## 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;
* if recommended to be awarded a grant, the applicant, accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

We acknowledge that if we participate in spite of being in any of the situations listed in Section 4 and 6 of the Guideline 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 lead 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 of 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 and Declaration by the applicant; Balance sheet (for LOT2) |  |  |
| 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. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s). [↑](#footnote-ref-2)
3. The impact is the long-term expected effect of the action fulfilling the overall objective. [↑](#footnote-ref-3)