



**CENTRAL PROJECT
MANAGEMENT AGENCY**

Contracting authority: Central Project Management Agency

**Social Protection and Nutrition for Sustainable Agri - Food
Systems in the Caribbean (EUCaN Facility Nourishing
Futures Together)**

Grant application form

Reference: 700001756-01

Deadline for submission

January 21st, 2026

Lead applicant	
Name of Lead applicant	
Legal status of the Lead applicant	Profit-Making ☐ Yes ☐ No. NGO ☐ Yes ☐ No Community-based entity as described in section 2.1.1 of the guidelines of applicants ☐ Yes ☐ No Other ☐ Yes Please specify _____
Nationality of the Lead applicant	☐ A local entity established in one or more of the following countries: Antigua & Barbuda, Dominica, Grenada, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines. If yes, please indicate which country. ☐ A local branch/affiliated body of an international entity established in one or more of the following countries: Antigua &

	Barbuda, Dominica, Grenada, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines. If yes, please indicate which country. ☐ An international entity established outside the listed Caribbean countries.
Place of registration: city + country of the Lead applicant	
Registration number	
Date of registration	
Official address of registration	
VAT number (if applicable)	
Is your organization linked with another entity?	☐ Yes, parent entity: ☐ Yes, controlled entity(ies) ☐ Yes, family organisation / network entity¹ ☐ No, independent
Co-applicant(s)	
Name of Co-applicant ² (if any)	
Legal status of Co-applicant (if any)	Profit-Making ☐ Yes ☐ No. NGO ☐ Yes ☐ No Community-based entity as described in section 2.1.1 of the guidelines of applicants ☐ Yes ☐ No Other ☐ Yes Please specify _____
Nationality of the Co-applicant	☐ A local entity established in one or more of the following countries: Antigua & Barbuda, Dominica, Grenada, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines. If yes, please indicate which country. ☐ A local branch/affiliated body of an international entity established in one or more of the following countries: Antigua & Barbuda, Dominica, Grenada, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines. If yes, please indicate which country. ☐ An international entity established outside the listed Caribbean countries.
Place of registration: city + country of the Co-applicant	

² Use one row for each co-applicant.

Registration number	
Date of registration	
Official address of registration	
VAT number (if applicable)	
Is your organization linked with another entity?	☐ Yes, parent entity: ☐ Yes, controlled entity(ies) ☐ Yes, family organisation / network entity ³ ☐ No, independent

Lead applicant's contact details for the purpose of this action	
Postal address:	
Telephone number: (fixed and mobile) country code + city code + number	
Contact person for this action:	
Contact person's email:	
Secondary contact person (in the absence of first contact person):	
Website of the lead applicant (non-mandatory):	

Co-applicant's contact details for the purpose of this action	
Postal address:	
Telephone number: (fixed and mobile) country code + city code + number	
Contact person for this action:	
Contact person's email:	
Website of the Co-applicant (non-mandatory):	

Any change in the addresses, phone 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

PART A. CONCEPT NOTE	5
1. DESCRIPTION OF THE ACTION OF THE ACTION	5
PART B. FULL APPLICATION FORM	6
2. THE ACTION	6
3. MANDATE (FOR CO-APPLICANT(S)).....	14
4. DECLARATION BY THE LEAD APPLICANT	15
5. CHECKLIST	17

PART A. CONCEPT NOTE

1. DESCRIPTION OF THE ACTION OF THE ACTION

Please complete the table below (maximum of 8 000 characters with spaces).

Title of the action	
Number of lot	
Country(-ies) addressed by the action ⁴	
Relevance of the action to the priorities of the call for proposals	
Problems to be addressed by the action	
Complementarity with other initiatives in the field and region	
Objectives of the action	<Overall objective (<i>i.e. Impact</i>)> <Specific objective(s) (<i>i.e. Outcome(s)</i>)>
Target group(s) ⁵ and Final beneficiaries ⁶	Target Group: Beneficiaries:
Expected outputs	
Main activities	
Assumptions ⁷ and risks ⁸	
Total duration of the action in months	
Total budget of the action in euro	

⁴ Please refer to guidelines article 1.1 Priority countries.

⁵ Target groups are the recipients of the goods and services produced by the action, or whose skills or capacities have changed because of the action. The target group may or may not be the individuals or organisations that, ultimately, are intended to benefit from the action ('final beneficiaries').

⁶ Final beneficiaries are defined as the individuals, groups, or organisations, whether targeted or not, that benefit, directly or indirectly, from the action in the long term at the level of the society or sector at large. The 'final beneficiaries' are not to be confused with the "Beneficiary of a grant contract".

⁷ The necessary and positive conditions that allow for a successful cause-and-effect relationship between different levels of results

⁸ The factors that might hinder the achievement of results

PART B. FULL APPLICATION FORM

To be submitted by all applicants

2. THE ACTION

2.1. Description of the action

2.1.1. Description (maximum of 30 000 characters with spaces)

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) (including intermediary outcomes – if any) and outputs. Please follow the structure as provided below in sub-sections.

(a) Relevance and context analysis

- State clearly the specific pre-project situation in the target country/countries (include quantified data analysis where possible). Clearly state the gaps that you want to fulfil, preferably use the supporting materials (articles, visual materials, etc.,).
- Provide analysis of the problems to be addressed by the action and how they are interrelated at all levels (preferably use the supporting materials (links to articles, visual materials, etc.,)).
- Explain the cross-cutting issues which project will target such as gender equality and women's empowerment; youth engagement; environmental sustainability and climate change mitigation/adaptation; good governance, transparency, and accountability; and human rights with the participation of marginalised and vulnerable groups and others.
- Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans (preferably use the supporting materials (links to articles, visual materials, etc.,)).
- Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out. Clearly state the difference between past activities and goals and the new one to avoid duplication.
- Briefly outline the relevance of the action to the objectives and specific priorities of the call for proposals and to the particular needs and constraints of the target countries.
- Give a description of each of the target groups and final beneficiaries (if different from target groups), quantify them where possible.
- Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries (if different from target groups).
- Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries (if different from target groups) 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. If action requests involvement/agreement of the governmental institutions (e.g. permissions/licences/cooperation agreements and etc), provide the information, if this need was discussed and the outcomes from it.

(b) Action description

- Indicate the overall objective to which the proposed action will contribute and any specific expected results to be achieved by the action.
- Systematically list and explain the activities to be carried out, and the specific outputs to be delivered, so that it is clear how activities and outputs will in turn help achieve the overall objective. (The activities and outputs must also be inserted into a graphical action plan as described below).

Proposed activities (the numbering should be left):

Activities
[title of activity No. 1]
1. Brief justification why this activity is needed. 2. Scope of the activity. 3. The method of implementation. 4. Target group. 5. Expected results. 6. Link to other activities 7. Link to the output(s) of the logframe, if any
[title of activity No. 2]
1. Brief justification why this activity is needed.2. Scope of the activity. 3. The method of implementation. 4. Target group. 5. Expected results. 6. Link to other activities 7. Link to the ouput(s) of the logframe, if any
[title of activity No. 3]
1. Brief justification why this activity is needed.2. Scope of the activity. 3. The method of implementation. 4. Target group. 5. Expected results. 6. Link to other activities 7. Link to the ouput(s) of the logframe, if any
...
....
....
....

(c) Complementarity with other initiatives

Explain how the proposed action fits into any other ongoing or planned comparable activities and initiatives in the region and how the proposed action will create synergies and avoid duplication.

2.1.2. Implementation approach (maximum of 12 000 characters with spaces)

Describe in detail:

- the methods of implementation (including the main inputs proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
- technical and managerial capacities of the lead applicant and co-applicant if any; Mention the associates of the action if any.
- the organisational structure and the team proposed for the implementation of the action (by function – please do not provide the names of individuals rather numbers and titles);
- the role and participation in the action of the various actors and stakeholders (co-applicant(s), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
- the planned monitoring arrangements and subsequent follow up;
- the planned internal evaluation processes.

2.1.3. Indicative action plan for implementing the action

Include a graphical action plan (see format below) that clearly indicates when activities and outputs will be delivered. It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant, either co-applicant(s). Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

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
Activity 1.1 (title)													Lead applicant and/or co-applicant, if any
Output(s)													
Activity 1.2. (title)													Lead applicant and/or co-applicant, if any
Outputs(s)													
Etc.													Lead applicant and/or co-applicant, if any
Activity 2.1 (title)													Lead applicant and/or co-applicant, if any
Output(s)													
Activity 2.2. (title)													Lead applicant and/or co-applicant, if any
Output(s)													

Etc												Lead applicant and/or co-applicant, if any
.....												Lead applicant and/or co-applicant, if any

2.1.4. Sustainability of the action (maximum of 9 000 characters with spaces)

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

- Describe the expected long lasting benefits of the action on its target groups and final beneficiaries (if different from target groups), 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.?).
- Fill out the risk analysis and mitigation table. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.

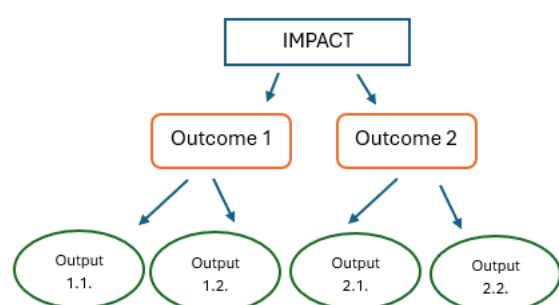
Risk	Mitigation
1. ...	1.....
....	

- Describe the possibilities for multiplier effects, including scope for replication, extension, cross-fertilisation of experience and knowledge sharing.
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:
 - Financial sustainability: which financial resources are available to fund the continuation of the services provided by the intervention? How long are they likely to be available and from which sources?
 - Institutional sustainability: which institutional arrangements allow for maintaining the benefits achieved? Is there any measure in place to ensure local ownership?
 - Policy level sustainability: is there any expected policy related effect from the action, e.g. improved legislation, codes of conduct, methods?
 - Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

2.1.5. Logical framework

Please fill in Annex C to the guidelines for applicants (also available as Annex e3d).

Short explanation:



Impact = the big, long-term change in society you hope to contribute to (often beyond your direct control). *Example: lower youth unemployment in the region within 3–5 years.*

Outcome = the main change for your target group by the end of the project (knowledge, skills, behavior, access). *Example: 120 youth complete training and start applying for jobs with stronger CVs.*

Outputs = the concrete things you deliver. *Example: 6 training cycles held, a toolkit produced, mentoring sessions provided.*

2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding

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

- the budget of the action (worksheets 1a or 1b or 1c), for the total duration of the action
- justification of the budget (worksheet 2), for the total duration of the action, and
- amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.).

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

2.2. Lead applicant's experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested⁹.

i) For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Please specify which form of Union contribution was used (financing not linked to costs, reimbursement of eligible costs, one or more simplified cost options, or a combination of those).

Maximum 1 page per action.

⁹ Please note that references acquired in implementing service contracts cannot be presented in the tables in sections i) and ii).

Name of the lead applicant:					
Project title:		Sector:			
Location of the action	Amount of the action (EUR)	Role in the action: coordinator, co-beneficiary	Donors to the action (name)¹⁰	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...	...	...	...	...	...
Objectives (overall/impact and specific/outcome) and outputs of the action					

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Please specify which form of Union contribution was used (financing not linked to costs, reimbursement of eligible costs, one or more simplified cost options, or a combination of those).

Maximum 1 page per action and maximum 10 actions.

Name of the lead applicant:					
Project title:		Sector:			
Location of the action	Amount of the action (EUR)	Role in the action: coordinator, co-beneficiary	Donors to the action (name)¹¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...	...	...	...	...	...
Objectives (overall/impact and specific/outcome) and outputs of the action					

¹⁰ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

¹¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

2.3. Co-applicant(s)'s experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested¹².

i) For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

Name of the co-applicant:					
Project title:		Sector:			
Location of the action	Amount of the action (EUR)	Role in the action: coordinator, co-beneficiary	Donors to the action (name) ¹³	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...	...	...	...	...	...
Objectives (overall/impact and specific/outcome) and outputs of the action					

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

¹² Please note that references acquired in implementing service contracts cannot be presented in the tables in sections i) and ii).

¹³ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Name of the co-applicant:					
Project title:		Sector:			
Location of the action	Amount of the action (EUR)	Role in the action: coordinator, co-beneficiary	Donors to the action (name)¹⁴	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...	...	...	...	...	...
Objectives (overall/impact and specific/outcome) and outputs of the action					

¹⁴ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

3. MANDATE (FOR CO-APPLICANT(S))

Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.

The co-applicant authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with <indicate the name of the contracting authority> ('contracting authority'), as well as, to represent the co-applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

4. DECLARATION BY THE LEAD APPLICANT

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s) in the proposed action, hereby declares that

- the lead applicant has the sources of financing specified in Section 2 of this application form;
- the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the lead applicant certifies the legal status and the bank account details of the lead applicant, and the legal status of the co-applicant(s) as reported in part 3, 4, and 5 of this application form;
- the lead applicant and the co-applicant(s) have the professional competences and qualifications specified in Section 2 of this application form;
- the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s), if any, and is not acting as an intermediary;
- the lead applicant and the co-applicant(s) certify in separate declarations on honour (Annex H) that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.4.2. of the practical guide (available from the following internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules>). The lead applicant is fully aware of the obligation to inform the contracting authority without delay of any changes to the declaration;
- the lead applicant and the co-applicant(s) are not in detected in EU restrictive measures as laid down in Section 2.4.1. of the practical guide;
- the lead applicant and each co-applicant (if any) is in a position to deliver immediately the documents and information requested by the contracting authority if awarded a grant;
- the lead applicant and each co-applicant (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
- if recommended to be awarded a grant, the lead applicant and the co-applicant(s) 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);
- the lead applicant and each co-applicant (if any) does not have an established debt to the Union;
- the lead applicant declares that 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:

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

<list source and amount and indicate status (i.e. applied for or awarded)>

The lead 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.

IF ANY OF THE ABOVE REQUIREMENTS IS NOT SATISFIED, PLEASE INDICATE IN ANNEX TO THIS DECLARATION WHICH AND THE NAME OF THE CONCERNED PERSON WITH A BRIEF EXPLANATION.

We acknowledge that if we participate despite being in any of the situations listed in Section 2.4. 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 exclusion decisions and/or 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, to the European Public Prosecutor's Office or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

Name	
Signature	
Position	
Date	

5. CHECKLIST

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> Name of lead applicant: <indicate the title>	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The Grant application form has been submitted via Submittable		
2. Grant application form has been submitted before the deadline.		
3. Grant application form has been fully completed.		
4. The proposal is typed and is in English.		
5. The declaration by the lead applicant has been filled in, signed and submitted via Submittable		
6. Each co-applicant has completed and signed the mandate and the mandate is included. Please write 'Not applicable' (NA) if you have no co-applicant(s).		
7. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.		
8. The logical framework has been completed and is enclosed.		
PART 2 (ELIGIBILITY)		
9. The action will be implemented in eligible country(ies) and in the minimum required number of eligible countries.		
10. The applicant meets the eligibility criteria:		
10.1. The applicant is a legal person.		
10.2. The applicant is a non-profitmaking.		
10.3. The applicant is a non-profit making such as non-governmental organisation or community-based entity		
10.4. The lead applicant is local organization or in case of international organization as lead applicant, participates together with the local branch/affiliated body and at least one local organization.		
10.5. The applicant is established in at least 1 of 6 OECS countries namely St. Vincent and Grenadines, St. Lucia, Commonwealth of Dominica, Grenada, St. Kitts and Nevis, Antigua and Barbuda.		
10.6. The applicant is not in any of the situations listed in Annex E to the guidelines for applicants		
11. The co-applicant meets the eligibility criteria:		
11.1. The co-applicant(s) is a legal person.		
11.2. The co-applicant(s) is a non-profitmaking.		
11.3. The co-applicant(s) is a non-governmental organisation		
11.4. The co-applicant(s) is established in 6 OECS countries namely St. Vincent and Grenadines, St. Lucia, Commonwealth of Dominica, Grenada, St. Kitts and Nevis, Antigua and Barbuda.		
11.5. The co-applicant(s) is not in any of the exclusion situations listed in Annex E to the guidelines for applicants		
12. The action will be implemented in at least 1 of 6 OECS target countries (St. Lucia, St. Vincent and Grenadines, St. Kitts and Nevis, Grenada, Dominica, Antigua and Barbuda)		
13. The duration of the action is not lower than 6 months nor exceed 12 months		
14. The requested EU contribution is between 50 000 EUR and 100 000 EUR in Lot 1 and 100 000 EUR and 150 000 EUR in Lot 2 (the minimum and maximum allowed).		
15. The requested EU contribution does not exceed 100 % of the total eligible costs (maximum percentage allowed). ¹⁵		

¹⁵ If applicable, insert an additional % of the total accepted costs.