



**Contracting Authority: Central Project Management Agency
(Lithuania)**
www.cpva.lt

Grant Scheme to Education Service Providers

Grant application form

SUPPORT FOR ADVANCED LEARNING AND TRAINING (SALT III)

Reference: NDICI-GEO-NEAR/2023/444-419/PC-26461

Deadline for submission of full application:

16th March 2026 at 13:00 EET/UTC+ 2

NOTICE

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The call for proposals and the grant contract relates to an external action funded by the EU, represented by the European Commission and further by the CPVA, the Contracting Authority. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the Contracting Authority, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Contracting Authority, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. Details concerning processing of your personal data by the Contracting Authority are available on the privacy statement at: <https://www.cpva.lt/en/protection-of-personal-data/558>. For the part of the data transferred by the Contracting Authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

In cases where you are processing personal data in the context of participation to a call for proposals (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to CPVA and communicate the above mentioned privacy statement to them.

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PART A. CONCEPT NOTE

INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that both the concept note, and the full application shall be submitted at the same time. The action refers to the education service providers grant scheme.

There is no specific template for the concept note but the lead applicant must ensure that the text:

- includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
- includes the table of the summary of the action (without any limitation of size);
- includes the description of the action (not exceeding 2 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

1.1. Summary of the action

Please complete the table below.

Title of the action	Enter the title of the action			
Number of partners	specify the number			
Location of the action	specify the country (ies), region(s), area(s) or town(s) that will benefit from the action>			
Indicative start and end of the action	from	dd/mm/YYYY	to	dd/mm/YYYY
Total duration of the action (months):	months			
Requested EU contribution (amount):	<EUR>			
Requested EU contribution as a percentage of the total eligible costs of the action (indicative) ¹ :	%			
Total indicative budget:	<EUR>			

1.2. The LEAD applicant²

Name of the organisation	
Type of organisation	

¹ If applicable, insert an additional % of the total accepted costs.

² Remember to submit filled in organisation data forms (Annex F) for the lead applicant and each co-applicant together with the full application form.

Legal entity file number³			
Legal status	Profit-Making	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registration number (or equivalent)			
Date and place of registration	<i>dd/mm/YYYY</i>	<i>place</i>	
Official address of registration			
Country of registration			
Official website and e-mail address			
Telephone number	<i>country code +(city code) + number</i>		
Contact person	<i>Name, surname, email, phone number</i>		
Project team composition			
Project team leader	<i>Name, surname, Email, phone number</i>		
Project team member of Belarusian nationality*	<i>Name, surname, Email, phone number</i>		
Other project team members*	<i>Name, surname, Email, phone number</i>		

*New lines may be added to add additional team members

Important. The Contracting Authority must be notified of any change in addresses, phone numbers, and e-mail, in particular. The contracting authority will not be held responsible if it cannot contact an applicant.

1.3. The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant
Name of the organisation	
Type of organisation	
Legal entity file number⁴	
Registration number (or equivalent)	

³ If the lead applicant has already signed a contract with the European Commission.

⁴ If the co-applicant has already signed a contract with the European Commission.

Date and place of registration			
Official address of registration			
Country of registration			
Official website and e-mail address			
Official telephone number:	<i>country code + (city code) + number</i>		
Legal status	Profit-Making	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	NGO	Yes <input type="checkbox"/>	No <input type="checkbox"/>
History of cooperation with the lead applicant			
Project team members (at least one)			
Project team leader	<i>Name, surname, Email, phone number</i>		
Project team member of Belarusian nationality*	<i>Name, surname, Email, phone number</i>		
Other project team member*	<i>Name, surname, Email, phone number</i>		

*New lines may be added to add additional team members

Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided in Annex M of the Guidelines for Grant Applicants.

1.4. Summary of the action

Please complete the table below.

Objectives of the action	<Overall objective (<i>i.e. Impact</i>)>
	<Specific objective(s) (<i>i.e. Outcome(s)</i>)>
Target group(s)⁵	
Final beneficiaries⁶	
Educational theme	<i>specify the educational theme listed in the section 2.1.3 of the guidelines</i>
Main activities of action:	<i>An action must be composed of at least 3 eligible activities</i>
Educational outputs development activities (<i>mandatory</i>)	<i>specify the main activities</i>

⁵ 'Target groups are the groups/entities who will directly benefit from the action at the action purpose level.

⁶ 'Final beneficiaries' are those who will benefit from the action in the long term at the level of the society or sector at large.

Training activities	<i>specify the main activities (if any)</i>
Capacity building activities	<i>specify the main activities (if any)</i>
Dissemination activities	<i>specify the main activities (if any)</i>
Networking activities	<i>specify the main activities (if any)</i>
Expected outputs of action:	<i>An action must produce outputs of at least 3 eligible activities, where education output(s) are mandatory</i>
Education outputs (mandatory)	<i>e.g., new curricula, training programme, training material, tools and methodologies that are innovative, adaptable, and transferable for use by other education or training providers in online, offline or blended mode.</i>
Training outputs	<i>e.g. training for trainers' courses, workshops implemented and target groups trained in online, offline or blended mode.</i>
Dissemination outputs	<i>e.g., dissemination of project results to the Belarusian educators, teachers, other relevant stakeholders and Belarusian society at conferences, workshops, seminars, meetings, media sources, etc.</i>
Capacity building outputs	<i>e.g., strengthened institutional capacities, trained staff and specialists, institutional strategic documents prepared, etc.</i>
Networking outputs	<i>e.g., conferences, seminars, meetings organised, common strategic documents prepared, etc.</i>

1.5. Description of the action (max 2 pages)

Please provide all the following information:

- i. Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis).
- ii. Explain the objectives of the action given in the table in Section 1.1.
- iii. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- iv. Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.
- v. Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters.
- vi. Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights⁷, gender equality⁸, democracy, good governance, support to youth, children's rights and indigenous peoples, and environmental sustainability⁹.
- vii. Outline the broad timeframe of the action and describe any specific factor taken into account.

⁷ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at <https://europa.eu/capacity4dev/disability-and-development-network/dashboard>.

⁸ See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>.

⁹ See Guidelines for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0>

1.6. Relevance of the action (max 3 pages)

1.6.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

- i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
- ii. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
- iii. Describe which of the expected results¹⁰ referred to in the guidelines for applicants will be addressed.

1.6.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

Please provide **all** the following information:

- i. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
- ii. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
- iii. 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.
- iv. 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.
- v. Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.
- vi. Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others).

1.6.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

- i. Give a description of each of the target groups and final beneficiaries (if different from target groups), quantify them where possible, and include selection criteria.
- ii. Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries (if different from target groups).
- iii. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries (if different from target groups).
- iv. Explain any participatory process ensuring participation by the target groups and final beneficiaries (if different from target groups).

1.6.4. Particular added-value elements

Indicate any specific added-value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice.

¹⁰ As per Guidelines for grant applicants, and in line with OECD DAC definition, the term 'results' includes 'impact' (overall objective), 'outcome(s)' (specific objective(s)) and 'output(s)'.

CHECKLIST – CONCEPT NOTE – FOR SELF-GUIDANCE

ADMINISTRATIVE DATA	To be filled in by the lead applicant
<u>Lead applicant</u> Name of the lead applicant Country and date of registration Legal status ¹¹	
<u>Co-applicant</u>¹² Name of the co-applicant Country and date of registration Legal status	

¹¹ E.g. non-profit, governmental body or international organisation.

¹² Add as many rows as co-applicants.

AFTER COMPLETING THE CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the proposal:	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The instructions for the concept note have been followed.		
2. The declaration by the lead applicant has been filled in and signed.		
3. The proposal is typed and is in English.		
PART 2 (ELIGIBILITY)		
4. The action will be implemented in the European Union.		
5. The duration of the action is between 6 and 12 months (the minimum and maximum allowed).		
6. The requested contribution is between the minimum and maximum allowed for action.		
7. The proposed project team adheres to the eligibility criteria (see Guidelines 2.1.1) (includes at least one Belarusian)		
8. The selected educational theme adheres to the eligible actions (see Guidelines 2.1.3) (includes at least one education theme from the list)		
9. The declaration by the lead applicant has been filled in and attached with the concept note.		
10. The signed mandate of the co-applicant(s) has been attached with the concept note.		
11. The action will produce mandatory outputs (educational outputs).		

DECLARATION BY THE LEAD APPLICANT (CONCEPT NOTE)

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

- 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 co-applicants (if any) in this application have given their consent to be included and the lead applicant can provide proof of that consent immediately upon request from the contracting authority;
- the lead applicant and the co-applicant(s) 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 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 are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.2. of the guidelines for applicants;
- 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 the lead applicant is an organisation whose pillars have been positively assessed by the European Commission);

We acknowledge that if we participate in spite of 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	

ASSESSMENT GRID FOR THE CONCEPT NOTE

FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
1. The submission deadline has been met.		
2. The concept note satisfies all criteria specified in the checklist.		
Administrative compliance has been checked by: Date:		
<u>DECISION 1:</u> The committee has decided to evaluate the concept note, which has passed the administrative check.		
The concept note has been evaluated by: Date:		
<u>DECISION 2:</u> The committee has decided to recommend evaluation of the full application.		

PART B. FULL APPLICATION FORM¹³

To be submitted by all applicants

THE ACTION

2.1. Description of the action

2.1.1. Description (max 9000 characters)

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 of the call for proposals and to the needs and constraints of the target country/countries, region(s) (including synergy with other initiatives and avoidance of duplication).*
- *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. Describe the technical and management capacities of target groups and/or any local co-applicants.*
- *Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)¹⁴ and finally the outcome(s) to the expected impact¹⁵, making explicit the main assumptions and risks along this chain of results.*
- *Identify and describe in detail each activity to be undertaken to produce outputs, justifying the choice of activities and specifying the role of each co-applicant (and associates or contractors where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.1.3 of the application but demonstrate coherence and consistency of project design. List any publications, dissemination or networking events proposed.*
- *The achievement of each output is measured via one or more indicators. Please describe each output indicator and how the relevant data will be collected to provide evidence of the achievement (please fill in the table provided below).*
- *The outputs described in this narrative section of the application should mirror the ones listed in the Logical Framework Matrix (Annex e3d).*

2.1.2. Implementation approach (max 4500 characters)

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;*
- *where the action is meant to prolong the effects of a previous action, describe how the action is intended to build on the results achieved by the previous action (give the main conclusions-highlighting and recommendations of any evaluations carried out);*

¹³ The full application is composed of this full application form, the budget (Annex B), the logical framework (Annex C).

¹⁴ The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s).

¹⁵ The impact is the long-term expected effect of the action fulfilling the overall objective.

- where the action is part of a larger programme, explain how it fits or is coordinated within the programme (please specify potential synergies with other initiatives, in particular by the European Union);
- the organisational structure and the team proposed for the implementation of the action (by function – please do not provide the names of individuals);
- 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 activities in order to ensure the visibility of the EU's financial contribution to the action and, if requested by the European Commission in the call for proposals, communication activities.

2.1.3. Indicative action plan for implementing the action (max 2000 characters)

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

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, co-applicant(s), associates or contractors. 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 for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should list only the main activities proposed for those years. To this end, it must be divided into six-month periods.

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
Execution Activity 1 (title)													co-applicant
Preparation Activity 2 (title)													co-applicant
Etc.													

2.1.4. Sustainability of the action (max 1500 characters)

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.?).*
- *Provide a detailed risk analysis and contingency plan. This should include a list of risks accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.*
- *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?*

2.1.5. Logical framework

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

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 funding¹⁶ for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.2, 2.1.3, 2.1.4 and 2.2.5).

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 requested¹⁷.

¹⁶ This information is only relevant for the costs-based actions or the costs-based component of hybrid actions.

¹⁷ Please note that references acquired in implementing service contracts cannot be presented in the tables in sections i) and ii).

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 EU 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.

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)¹⁸	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.

¹⁸ 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 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)¹⁹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives (overall/impact and specific/outcome) and outputs of the action					

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 requested²⁰.

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.

¹⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

²⁰ Please note that references acquired in implementing service contracts cannot be presented in the tables in sections i) and ii).

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)²¹	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.

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)²²	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives (overall/impact and specific/outcome) and outputs of the action					

²¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

²² If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

3. THE LEAD APPLICANT²³

3.1. Identity

Name of the organisation	
The lead applicant's contact details for the purpose of this action	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration: city + country	
Official address of registration	
Country of registration	
VAT number (if applicable)	
Website and e-mail address of the organisation	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
Legal status²⁴	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No. NGO²⁵ <input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Yes <input type="checkbox"/> No

The contracting authority must be notified of any change in postal and electronic addresses and phone numbers, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.

3.2. Financial identification

²³ Remember to submit filled in organisation data forms (Annex F) for the lead applicant, each co-applicant together with the full application form.

²⁴ E.g. non-profit, governmental body, international organisation, including whether they are a non-governmental organisation (i.e. a voluntary, independent from government, non-profit organisation, which is not a political party or a trade union).

²⁵ A voluntary, independent from government, non-profit organisation, which is not a political party or a trade union.

Account name and account holder name	
IBAN/Account number	
Currency	
BIC/Swift code	
Bank name and branch code	
Address of bank, P.O box, city, country	

4. THE CO-APPLICANT(S)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
Name of the organisation	
The co-applicant's contact details for the purpose of this action	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration: city + country	
Official address of registration	
Country of registration	
VAT number (if applicable)	
Website and e-mail address of the organisation	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
Legal status²⁶	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No. NGO²⁷ <input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Yes <input type="checkbox"/> No
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organisation / network entity ²⁸ <input type="checkbox"/> No, independent
History of cooperation with the lead applicant	

Mandate (for co-applicant(s))

²⁶ See footnote 24.

²⁷ A voluntary, independent from government, non-profit organisation, which is not a political party or a trade union.

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 Central Project Management Agency ('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:	

6. ASSOCIATES PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of Section 2.1.2. of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate <number>
Full legal name	
Country of registration: city + country	
Legal status²⁹	
Official address	
Contact person	
Telephone number: country code + city code + number	
E-mail address	
Number of employees	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicants	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

²⁹ E.g. non-profit, governmental body or international organisation, including whether they are a non-governmental organisation.

7. CHECKLIST – FULL APPLICATION FORM – FOR SELF-GUIDANCE

ADMINISTRATIVE DATA <u>Name of the lead applicant</u> Country and date of registration³⁰ Legal status³¹ Financial identification	To be filled in by the lead applicant
<u>Co-applicant³²</u> Name of the co-applicant Nationality/country and date of registration Legal status	

³⁰ For organisations.

³¹ E.g. non-profit, governmental body, or international organisation, including whether they are a non-governmental organisation.

³² Add as many rows as co-applicant(s).

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 lead applicant has been filled in and signed.		
3.	The proposal is typed and is in English.		
4.	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)		
5.	The budget is enclosed, in balance, presented in the format requested, and stated in EUR.		
6.	The logical framework has been completed and is enclosed.		
PART 2 (ELIGIBILITY)			
7.	The action will be implemented in Member State(s) of the European Union.		
8.	The duration of the action is between 6 and 12 months.		
9.	The requested EU contribution is between EUR 30 000 and EUR 965 000 (the minimum and maximum allowed).		
10.	The requested EU contribution is between 80 % and 95 % of the total eligible costs (minimum and maximum percentage allowed).		
11.	The proposed project team adheres to the eligibility criteria (see Guidelines 2.1.).		
12.	The proposed project outputs adheres to the eligibility criteria (see Guidelines 2.1.).		
13.	Necessary supporting documents, as requested in the Guidelines, are included (see Guidelines 3.1.1.)		

8. DECLARATION BY THE LEAD APPLICANT (FULL APPLICATION)

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, 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 2025

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	

9. ASSESSMENT GRID FOR THE FULL APPLICATION

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO	Comments
CONCEPT NOTE EVALUATION			
DECISION:			
A. The committee has decided to evaluate the concept note, which passed the administrative checks.			
B. The committee has decided to recommend evaluation of the full application form.			
The concept note has been evaluated 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			
The proposal has been evaluated by: _____ Date: _____			
ELIGIBILITY VERIFICATION			
3. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines.			
4. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1. of the guidelines.			
5. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.2)			
a. The lead applicant's statutes or articles of association			
b. The legal entity form			
c. The financial identification form			
d. The statutes or articles of association of the co-applicants			
e. The declaration on honour on exclusion criteria signed by the lead applicant, each co-applicant (if any) (for grants exceeding EUR 15 000);			
f. The lead applicant's external audit report (if applicable)			
g. Copy of the lead applicant's latest accounts.			
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.			