

No of proposal:

**MOVE/SUB/01-2010 / .....**

(for Commission use only)

## GRANT APPLICATION FORM

### Summary Sheet

#### (a) Project identification

Area \*

Full title

Acronym (20 characters max.)

Project location

*\*one area in accordance with the areas listed in point 6.2 of the call for proposals*

#### (b) Organisation applying for grant and partners\*

1. Name and address of the organisation applying for grant and coordinating the project

Contact person (name, email, tel.)

2. Name and address of the partner organisations\*

*\*Note : these organisations will sign the grant agreement via a mandate to the coordinator , they are not subcontractors*

#### (c) Financial data

**Total project cost:** € \_\_\_\_\_

**Grant requested** € \_\_\_\_\_

## **A. INFORMATION ABOUT THE OPERATION FOR WHICH A GRANT IS REQUESTED**

*Note: If the project is approved, this part will be introduced in the grant agreement, after negotiations if necessary, and will constitute the technical and financial annex to the project selected.*

### **1. DESCRIPTION OF THE PROJECT**

**1.1 Area:**

**1.2 Full title of the operation**

**1.3 Acronym of project (20 characters max.)**

**1.4 Project location**

#### **1.5 Organisation applying for grant and partner organisations**

- Name and address of the organisation applying for grant and coordinating the project
  
- Contact person (name, address, email, telephone number ...)
  
- Name and address of the partner organisations (co-signing the grant agreement via a mandate to the coordinator)
  
- Name and address of planned subcontractors (not signing the grant agreement)

#### **1.6 Project summary**

Describe the project in no more than 10 lines indicating its subject, its aim and the main activities it involves.

**1.7 Definition of the objective(s) of the project**

Describe in no more than 300 words the general and specific objective(s) of the operation .

**1.8 Description of the tasks**

In no more than 600 words , give a title and a detailed descriptions of all the activities involved in this project.

Where appropriate, indicate the participation a rrangements for each partner organisation (responsibilities, activities and role).

## **1.9 Methodology**

Describe in no more than 300 words :

- the methods of operation chosen and the reasons for this choice (if applicable, whether this action results from a previous action),

- internal evaluation procedures (the evaluation method proposed and the quality of the results' indicators compared with the expected objectives),

- the implication of the partners in the action (partner organisations) and the reason for this choice of partners,

- the proposed team for the implementation of the project.

**1.10 Schedule of work / timetable** (attach a table indicating the phases)

- duration of the operation (in months):

- action plan:

*Note: the action plan should not specify actual dates but simply mention “month 1, month 2,...”.  
By way of precaution, the applicants are advised to include in their provisions a sufficient time span in order to avoid later requests to the Commission for amendments in order to extend the duration of the projects.*

**1.11. Results and impact**

**1.11.1 Expected results of the operation**

Describe in no more than 300 words the specific, realistic, verifiable and quantifiable (short and long term) results which you are expecting.

**1.11.2 Multiplier effect**

Describe in no more than 300 words to what extent the proposed operation will allow the transfer, general spread, dissemination or application of the results, experience, knowledge and good practice on a large scale.

**1.11.3 Visibility**

Describe in no more than 300 words the means whereby the Union operation will be publicised (publications, organised events, websites, CD-ROM, etc.).

**1.11.4 Evaluation:**

Describe in no more than 300 words the proposed evaluation method and the quality of the result indicators in relation to the expected objectives.

**1.12. Particular characteristics of the operation proposed for financing by the Commission**

**1.12.1 Innovative character**

Describe in no more than 300 words to what extent the proposed operation will lead to new approaches and practices.

**1.12.2 European dimension of the operation**

Describe in no more than 300 words the extent to which the proposed operation will contribute to a real added value of the common transport policy of European scale

**1.12.3 Dimension of the operation**

Describe in no more than 300 words to what extent the proposed operation matches the Commission's priority of supporting large-scale projects.

**1.12.4 Cost-effectiveness**

Describe in no more than 300 words the extent to which the budget, broken down by category of expenditure, shows a good cost-effectiveness ratio for the operation (balance between expected results and amount of grant).



2. Estimated total budget for the operation for which a grant is requested (in euros), excluding VAT (if there are several participants and several sub-activities, the budget must give details of the expenditure for each participant and/or each sub-activity):

PART A: EXPENDITURE															
<b>A.1. ELIGIBLE DIRECT COSTS</b>															

A. 1. 1 Staff costs

(Costs of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the usual policy of the beneficiary and its partners on remuneration)

Staff :	Total			Coordinating institution (Partner ....)			Partner (...)			Partner (...)			Partner (...)		
	Total number of days (a)	cost per day (€) (b)	Total staff cost (€) (a x b)	Total numbe r of days (a)	cost per day (€) (b)	Total staff cost (€) (a x b)	Total number of days (a)	cost per day (€) (b)	Total staff cost (€) (a x b)	Total number of days (a)	cost per day (€) (b)	Total staff cost (€) (a x b)	Total number of days (a)	cost per day (€) (b)	Total staff cost (€) (a x b)
Name of staff member															
Total															

**A.1.2. Travel and subsistence allowances:**

(of staff participating in the operation, provided the allowances are in line with the usual practices of the beneficiary and its partners on travel costs, or do not exceed the thresholds approved annually by the Commission \*)

Purpose and destination of journey	Number of return journeys (a)	Average costs per journey (€) (b)	Total cost (€) (a x b)
Total			€

*\* the thresholds are available on the website of the Directorate -General for Mobility and Transport (see point 1 of the call for proposals)*

**A.1.3. Purchase cost of equipment:**

(the purchase cost of equipment (new or second -hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and to its partners and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the operation and the actual rate of use for the operation may be taken into account by the Commission, except where the nature and/or the content of its use justifies different treatment by the Commission)

Description	Number of items	Cost of purchase or rent (€)	Usage rate for the project %	Depreciation rate %	Total cost (€)
Total					€

**A.1.4. Costs of supplies and other consumable goods:**

(the cost of consumable equipment and supplies, provided they are identifiable and are allocated to the operation)

Description of expenditure (supplies)	Total cost (€)
Total	

**A.1.5. Subcontracting costs:**

*Details of the nature of services to be subcontracted and where appropriate, list of companies considered, provided that the conditions laid down in article II.9 of the grant contract are met.*

Subcontract	Task description and companies considered	Number of person days (a)	Cost per day (€) (b)	Other costs (€) (c)	Total cost (a x b)+c
Subcontract 1					
Subcontract 2					
Subcontract 3					
Subcontract ...					
Total					€
<i>Percentage of subcontracting in relation to the total amount of the eligible costs of the operation. (A.1.5 / A.1)</i>					%

**A.1.6. Other eligible direct costs:**

(costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the operation, audits, translations, reproduction, etc.), including, where appropriate, the costs of financial services (in particular the cost of financial guarantees and audit certificate(s))

Description of expenditure	Total cost (€)
Total	

**A.1.7 Summary of project costs by partner and by budget post**

Partners	Staff costs (€)	Travel Subsistence costs (€)	Equipment costs (€)	Costs of supplies and other consumable goods (€)	Subcontracting costs (€)	Other eligible direct costs (€)	Total (€)	Expenditure foreseen of the grant requested from DG Mobility and Transport (€)
Partner (coordinator...)								
Partner (...)								
Partner (...)								
Partner (...)								
Partner (...)								
Partner (...)								
<b>Total (€)</b>								

<b>TOTAL ELIGIBLE DIRECT COSTS (A.1 = sum of items A.1.1 to A.1.6)</b>	€..
<b>A.2. ELIGIBLE INDIRECT COSTS</b> (“general costs” - not more than 7% of A.1)	€..
<b>A.3. CONTINGENCY RESERVE</b> (maximum 5% of A.1) - -	€..
<b>TOTAL EXPENDITURE (A = A.1 + A.2 + A.3)</b>	€..

<b>PART B: REVENUE</b>	
<b>B.1. Grant requested from the Directorate -General for Mobility and Transport in this application</b>	€..
<b>i.e. as a percentage of the total amount of expenditure included under Item A of the budget</b>	..... %
<b>B.2. Financial contribution by the applicant</b> - -	€..
<b>B.3. Financial contributions given by other participating organisations</b> <i>List of organisations (name and country) and amount of contribution</i> - -	€..
<b>B.4. Financial contributions given by third parties</b> <i>List of third parties (name and country) and amount of contribution</i> - -	€..
<b>B.5. Revenue generated by the operation (estimate)</b> - -	€..
<b>TOTAL REVENUE (B = sum of B.1 to B.5)</b>	€..
<b>B = A</b>	

**B. INFORMATION ABOUT THE APPLICANT (S) (to be filled in by the coordinator and each partner)**

**1. Grant applicant**

Full official name:

Official legal form:

Statutory registration no:

Full official address:

VAT number:

**2. Legislation, regulation or administrative provisions governing this legal form .**

**3. Name and title of the person authorised to sign the grant agreement:**

Name:

Telephone number (including international code):

Fax number (including international code):

Email address:

**4. Name and title of the person designated as a project leader for the operation for which a grant is requested:**

Name:

Telephone number (including international code):

Fax number (including international code):

Email address:

**5. Main activities of the company/organisation applying for grant:**

**6. If companies or groups hold shares in the applicant's capital, please indicate the percentage of capital, the business name and the registered office of each shareholder:**

**7. If the applicant owns companies, associations, groupings or subsidiaries, please indicate the business name and the registered office of each company, association, grouping or subsidiary and the applicant's percentage holding in these companies:**

**8. List of all contracts, subsidies and loans which the applicant has obtained directly or indirectly during the last five financial years from a European Union institution (including the European Commission).**

**9. Other grant applications which the applicant has submitted or intends to submit in the current year to a European Commission department other than the Directorate -General for Mobility and Transport or to another European Union institution.**

**10. Technical and financial capacity of the applicant**

Applicants must prove that they exist as a legal person by providing, for example, a certified true copy of their articles of association.

Applicants must have the financial capacity to carry out the operation to be supported and must provide their balance sheet for the last financial year for which the accounts have been closed. The last of these provisions does not apply to public bodies and international organisations.

For grants inferior to 25.000 €, the applicant shall only submit a declaration on his honour .

Applicants must fill in the form relative to legal entities, available from the website mentioned in point 1 of the notice of the call for proposal.

Applicants must have the operational (technical and management) capacity to carry out the operation to be supported. The applicant must provide the documents requested (curriculum vitae of the persons responsible for the implementation of the operation, description of projects and activities undertaken during the last three years).



**11. Bank details**

Please complete the attached financial information sheet.

The account or sub-account must allow funds paid by the Commission to be identified. If the funds paid to this account bear interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits will, if they are generated by pre-financing payments, be recovered by the Commission as specified in Article II.16.4 of the attached draft contract.

**12. Ex post publicity**

**Pursuant to Article 110 of the Financial Regulation(1) and Article 169 of the detailed rules for its implementation(2), grants awarded by the Directorate -General for Mobility and Transport will be published at the beginning of 2010 and will include:**

- the name and address of the beneficiaries;
- the subject of the grant;
- the amount awarded and the rate of funding of the costs of the approved operation.

**The applicant has the right to refuse the above publication if divulging this information could threaten the safety of the beneficiaries or harm their business interests.**

- Agreement for ex-post publicity

- Refusal for the following reasons:

.....  
.....  
.....

**(1) Regulation 1605/2002 of 25.6.2002**

**(2) Regulation 2342/2002 of 23.12.2002**

## FINANCIAL IDENTIFICATION

Applicants must fill in the form relating to the financial identification, available from the following website: [http://ec.europa.eu/budget/info\\_contract/fiers\\_en.htm](http://ec.europa.eu/budget/info_contract/fiers_en.htm)

### C. DECLARATION BY THE APPLICANT (S)

1. In accordance with Articles 93 and 114 of the Financial Regulation (Council Regulation 1605/2002 of 25.6.2002 published in Official Journal L 248 of 16 September 2002 ) and Article 174 of Commission Regulation 2342/2002 of 23.12.2002 published in Official Journal L 357 of 31 December 2002 , I declare on my honour that I am not in any of the following situations which would exclude me from participating in a grant award procedure:
  - a) being bankrupt or being wound up, having my affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, being the subject of proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) being convicted of an offence concerning my professional conduct by a judgment which has the force of res judicata;
  - c) being guilty of grave professional misconduct proven by any means which the authorising officer can justify;
  - d) not having fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which I am established or with those of the country of the authorising officer or those of the country where the grant agreement is to be performed;
  - e) being the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
  - f) being currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procurement procedure or by the authorising officer as a condition of participation in the grant award procedure, for failing to supply this information or for having been declared to be in serious breach of my obligations under contracts or grants covered by the budget;
  - g) being subject to a conflict of interest;
  - h) being guilty of misrepresentation in supplying the information required or having failed to supply this information;
2. In addition, I confirm that I have the financial and operational capacity to complete the action which is the subject of this application.
3. I also confirm that this application for funding is not the subject of any other application for funding under the Union budget.

Done at ..... on.....

Name .....

Title .....

Signature: