

GRANT APPLICATION FORM

REFERENCE NUMBER OF THE CALL FOR PROPOSALS:
MOVE/D2/SUB/446-2011

1. INFORMATION ON THE APPLICANT

1.1 IDENTITY OF THE APPLICANT¹

Official name in full:

Short name or acronym:

Official legal form:²

Legal capacity:³

Company registration number:⁴

VAT number:⁵

Applicant's official address:

- Street:
- Number:
- Post code:
- City:
- Country:
- Telephone:

¹ The information given here must be taken from official documents such as the trade register, memorandum and articles of association or equivalent documents in the case of private-sector organisations or an identity card, passport or equivalent document in the case of natural persons.

² Not applicable if the beneficiary is a natural person.

³ Applicant's capacity to take part in court proceedings (to constitute a party in court proceedings) under the applicable national legislation: reply by yes or no.

⁴ Not applicable if the beneficiary is a public-sector body. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

⁵ If the applicant is not liable for VAT, this must be justified in the light of the applicable national legislation.

- Fax:
- E-mail address:
- Internet site:

Contact person responsible for this proposal:

- Name:
- Position:
- Telephone:
- Fax:
- E-mail address:

1.2 BANK DETAILS⁶

The account to be used for the action or work programme for which a grant is being requested (*must allow payments made by the Commission to be identified*)

Name of the bank:

- Address of branch:
- Precise name of the account holder:
- Full account number (including bank codes):
- IBAN (or BIC code if not applicable):

⁶ Bank details may be provided once the applicant has been informed of the results of the selection of proposals by the Commission, especially if the Commission requires a specific bank account to be opened for the operation receiving funding.

1.4 APPLICANT'S STRUCTURE AND COMPOSITION

- Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the applicant;
 - Name / first name:
 - Position:

1.5 OTHER UNION FUNDING

1.5.1 Union grants, procurement contracts or loans obtained directly or indirectly during the last 6 years from a European institution or agency.

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Union programme concerned (if applicable):
- Title of the operation:
- The Union institution which took the award decision:⁷
- The year of the award and the duration of the operation:
- The value of the grant, contract or loan:

1.5.2 Grant/loan applications or offers of services submitted (or due to be submitted) to European institutions in the current year:

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- The Union programme concerned (if applicable):
- Title of the operation:
- The Union institution which will take the award decision:¹²
- The planned duration of the operation:
- The estimated value of the grant, contract or loan:

NB: The applicant is required to inform without delay the Commission department to which this application is submitted of any application for funding made to other Commission departments or Union institutions or any funding approved by them AFTER submission of this grant application.

⁷ Where appropriate, indicate the unit responsible within the institution.

**2. INFORMATION ON THE ACTION / WORK PROGRAMME FOR WHICH
THE GRANT IS REQUESTED**

2.1 DESCRIPTION OF THE ACTION

Title:

Specific objective(s):

Summary:

Expected results and their use

Applicant’s technical capacity (and, if appropriate, that of any third parties or subcontractors involved) to complete the proposed action / work programme (in particular in the light of skills and qualifications in the relevant field): see section 3.2 of the call for proposals

Financial capacity of the applicant and of any third parties involved throughout the period during which the planned action or work programme is to be carried out.

This section must show that the applicant has stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. See also section 3.1 of the call for proposals.

In this context the following indicators must be given (for the last financial year for which the accounts have been closed) in euros:

	<i>Accounts N</i>	<i>Accounts N-1</i>
<i>Turnover or equivalent:</i>		
<i>Net earnings or equivalent:</i>		
<i>Total balance sheet or budget:</i>		
<i>Shareholders’ equity or equivalent:</i>		
<i>Medium and long-term debt:</i>		
<i>Short-term debt (< 1 year):</i>		
<i>Permanent staff (number of posts):</i>		

Any guarantees granted by third parties:

Any other factors demonstrating financial viability:

Any risks or uncertainties about implementation:

Description of the tasks/activities

Methodology

Including arrangement for evaluation / supervision and key indicators

European dimension of the project

Innovative character of the project

Cost-effectiveness

Visibility and communication

2.2 DURATION AND SUMMARY TIMETABLE FOR CARRYING OUT THE ACTION / WORK PLAN

The period during which an action or work programme is carried out determines the period of eligibility of the corresponding costs.

Applicants are informed that, under the financial legislation applicable to the general budget of the European Union, no grant may be awarded retrospectively for actions already completed

Applicants are here requested to indicate and justify:

the planned dates for starting and completing the action, or the dates of their budgetary year in the case of an operating grant:

the timetable for carrying out each stage of the action or work programme showing the main key dates and the objectives/expected results for each stage:

2.3 INVOLVEMENT OF THIRD PARTIES IN THE ACTION / WORK PROGRAMME

Use sheets 2.3.1 and/or 2.3.2 of Annex I if necessary.

2.4 GRANT APPLIED FOR (give amounts in euros)

Estimated total cost of the action or work programme:

Amount of grant requested (EUR):

As a percentage of proposed eligible costs:

As a percentage of the total estimated costs of the action / work programme:

3. BUDGET SUMMARY

Use Annex 2A (single beneficiary)
 Annex 2B (multiple beneficiaries)

4. OTHER SOURCES OF EXTERNAL FINANCE, EXCLUDING ANY UNION GRANT

The data below are to be provided for each external sponsor of the action or work programme.

4.1 FUNDS CONFIRMED

A letter committing the financial contribution must be signed by each sponsor.

(Add further sheets if necessary.)

- Official name in full:
- Official legal form:
- Official address
- Activities:

- Person responsible within the sponsoring organisation that has signed the commitment letter (name/first name, title or position):

- Amount of funding which the organisation undertakes to provide for the operation:

- Any pre-allocation of these funds:

- Any conditions or reservations:

4.2 OTHER FUNDS REQUESTED, BEING APPLIED FOR OR AWAITING CONFIRMATION

(Add further sheets if necessary.)

- Organisation concerned:

- Official address:

- Activities:

- Amount requested:

- Any pre-allocation of these funds:

- Any conditions or reservations:

5. DECLARATION BY THE APPLICANT

I, the undersigned,, authorised to represent the applicant, hereby request from the Commission a grant of EUR with a view to implementing the action / work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Union funding to carry out the action / work programme which is the subject of this grant application.

I certify on my honour that the applicant organisation is not in one of the situations which would exclude it from taking part in a Union grant programme and accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established;
- has not been 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;
- has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Union's budget.

I have been informed that, under the Financial Regulation of 18 June 2002 applicable to the general budget of the European Communities,⁸ applicants found guilty of false declarations may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist in being excluded from all contracts or grants financed from the Union's budget for a maximum of two years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant. This period may be extended to three years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations will also receive financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

⁸ Official Journal L 248, 16.9.2002.

Name / first name:

Title or position in the applicant organisation:

Signature and official stamp of applicant:

Date:

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Union Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the Director of the Shared Resource Directorate MOVE/ENER, acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at the page: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf)

You are informed that, to ensure that the Union's financial interests are protected, your personal data may be communicated to internal audit services, the European Court of Auditors, the body specialising in financial irregularities or the European Anti-Fraud Office (OLAF).

The data of applicants in any of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation¹ may be included in a central exclusion database and communicated to designated persons in the Commission, the other institutions, agencies, authorities and bodies referred to in Article 95(1) and 95(2) of the Financial Regulation. This also applies to those with powers of representation, decision-making power or powers of control in respect of such applicants. Following a request to the Commission's Accounting Officer, anyone registered in the database is entitled to be informed of the data recorded about them.

- Annexes:**
1. Involvement of third parties in the action / work programme
 - 2A. Forward budget for a grant awarded to a single beneficiary
 - 2B. Forward budget for a grant awarded to multiple beneficiaries
 3. Supporting documents to be attached to the grant application

2.3.2 Other third parties involved in carrying out the action for which a grant is being requested

Should the nature of the action require third parties who are associates of the applicant to become involved in carrying out the action jointly with the applicant, such associate third parties are bound to carry out the action on the same terms as the applicant.

A letter undertaking to carry out the action must be signed by each associate third party.

Reasons for involving associate third parties and cooperation arrangements envisaged (creation of a consortium, appointment of a coordinator, etc.):

The data below must be completed for each associate third party:

(add further sheets if necessary)

- Official name in full:
- Official legal form:
- Legal capacity:
- Company registration number:
- Main activities:
- Official address:

- Person who is authorised to enter into legally binding commitments on behalf of the associate third party and who will sign the agreement (or who will officially authorise the coordinator to sign):
 - Name /first name
 - Position

- Person responsible for the operational performance of the tasks to be carried out as part of the action for which a grant is being requested:
 - Name /first name
 - Position

- Grounds for the choice and involvement of the associate third party:

- Role in carrying out the action:

Estimated value of the eligible costs concerned:

Annex 2A

3.A⁹ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁰ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

A — ELIGIBLE COSTS ¹¹	EUROS	B — FUNDING	EUROS
A.1) costs of the staff assigned to the action or work programme ¹²		B.1) expected direct revenue from the action or work programme	
A.2) travel and subsistence costs for the staff assigned to the action or work programme		B.2) contribution by the applicant	
A.3) cost of purchasing equipment ¹³		B.3) contribution by other external sponsors ¹⁷	
A.4) costs of consumables and supplies		B.4) contribution requested from the Commission ¹⁸	
A.5) costs entailed by other implementation contracts ¹⁴			
A.6) any other direct costs ¹⁵			
A.7) indirect costs / overheads ¹⁶			

⁹ MODEL BUDGET FOR A GRANT TO A SINGLE BENEFICIARY

¹⁰ A detailed statement for each of the eligible cost items must be provided in a separate document.

¹¹ Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

3.A⁹ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁰ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

TOTAL ELIGIBLE COSTS		SUB-TOTAL	
A'.1) other non-eligible costs ¹⁹		B'.1) contributions allocated to these other costs	
A'.2) contributions in kind ²⁰		B'.2) value of contributions in kind ¹²	

¹² Staff costs must correspond to real costs including social security contributions and other statutory wage costs. A statement must be provided detailing the qualifications of each staff member concerned, the corresponding unit cost and the number of days/months of work scheduled. *If the applicant is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant or by an external sponsor.*

¹³ Equipment must be written off in accordance with the tax and accounting rules which apply to the applicant. Only the portion of the equipment's depreciation corresponding to the duration of the action or work programme is eligible.

¹⁴ See point 2.3.1 of the grant application form.

¹⁵ This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

¹⁶ *[This figure may be determined on the basis of a flat-rate sum fixed at not more than 7% of total eligible costs; not eligible if the applicant is already receiving an operating grant from the Commission during the reference period.]*

¹⁷ Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

¹⁸ See point 2.4 of the grant application form.

¹⁹ Such costs may under no circumstances be financed from Union funds.

²⁰ *Delete if not applicable.* **Exceptionally**, allowance for such contributions may be expressly permitted in the call for proposals or equivalent document sent to the applicant. These are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. Contributions of real estate (such as the use of a building or of premises) are excluded. These contributions may be included in the financing plan for the action (for the same amount in columns A and B) provided the costs are actually borne and entered in the accounts of the third parties who bear the costs or that they are generally accepted on the market in question for equivalent types of service.

3.A⁹ BUDGET ESTIMATES FOR THE ACTION OR WORK PROGRAMME FOR A WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,¹⁰ in balance and presented in euros, exclusive of VAT unless the applicant can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action or work programme.

TOTAL COSTS		TOTAL FUNDING	
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Annex 2B

3.B²¹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,²² in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

A — ELIGIBLE COSTS²³	Applicant	Partner No 1	Partner No 2	Partner No 3	...	TOTAL
A.1) costs of the staff assigned to the action ²⁴						
A.2) travel and subsistence costs for the staff involved in the action						
A.3) purchase cost of equipment ²⁵						
A.4) costs of consumables and supplies						
A.5) costs entailed by other implementation contracts ²⁶						
A.6) any other direct costs ²⁷						
A.7) indirect costs of implementation ²⁸						

²¹ *MODEL BUDGET FOR A GRANT TO MULTIPLE BENEFICIARIES*

²² **A detailed statement for each of the eligible cost items must be provided in a separate document.**

²³ Refer if necessary to the call for proposals or other documents intended for grant applicants which may contain specific rules on cost eligibility.

²⁴ Staff costs must correspond to real costs including social security contributions and other statutory wage costs. A statement must be provided detailing the qualifications of each staff member concerned, the corresponding unit cost and the number of days/months of work scheduled. *If the applicant / associate third party is a public-sector body or is subsidised by the State, any civil servants assigned to the action whose salaries are paid from the state budget are to be considered as being financed by the applicant / associate third party or by an external sponsor.*

3.B²¹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,²² in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

TOTAL ELIGIBLE COSTS						
A'.1) other non-eligible costs ²⁹						
A'.2) contributions in kind ³⁰						

²⁵ Equipment must be written off in accordance with the tax and accounting rules which apply to the applicants. Only the portion of the equipment's depreciation corresponding to the duration of the action is eligible.

²⁶ See point 2.3.1 of the grant application form.

²⁷ This item may include costs arising directly from requirements imposed by the Commission (dissemination of information, specific evaluations, audits, translations, reproduction, costs of financial guarantees or of opening a specific account, etc.).

²⁸ *This figure may be determined on the basis of a flat-rate sum fixed at not more than 7% of total eligible costs, unless the call for proposals provides otherwise; not eligible if the applicant is already receiving an operating grant from the Commission during the reference period.*

²⁹ Such costs may under no circumstances be financed from Union funds.

³⁰ *Delete if not applicable. Exceptionally*, allowance for such contributions may be expressly permitted in the call for proposals or equivalent document sent to the applicant. These are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. These contributions may be included in the financing plan for the action (for the same amount in columns A and B) provided the costs are actually borne and entered in the accounts of the third parties who bear the costs or that they are generally accepted on the market in question for equivalent types of service.

3.B²¹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,²² in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

TOTAL COSTS						
B — FUNDING	Applicant	Partner No 1	Partner No 2	Partner No 3	TOTAL
B.1) expected direct revenue from the action						
B.2) contribution by the applicant and associate third parties						
B.3) contribution by other external sponsors ³¹						
B.4) contribution hereby requested from the Commission ³²						
B'.1) contributions allocated to any ineligible costs (point A.'1)						

³¹ Give details in section 4. Specify in particular whether these contributions are allocated to specific costs.

³² See point 2.4 of the grant application form.

3.B²¹ BUDGET ESTIMATES FOR THE ACTION FOR WHICH A GRANT IS REQUESTED

The budget estimates must be detailed,²² in balance and presented in euros, exclusive of VAT unless the applicant or associate third party concerned can demonstrate that VAT cannot be recovered.

The applicant certifies that the costs given below are necessary and exclusively related to the implementation of the action.

B'.2) value of any contributions in kind ¹⁰						
TOTAL FUNDING						

ANNEX 3

Supporting documents to be attached to the grant application³³

IDENTITY DOCUMENTS

- Photocopy of grant applicant's identity card, passport or equivalent³⁴

- Applicant's memorandum and articles of association, instrument of incorporation or equivalent³⁵

- Applicant's official registration certificate

- Declaration or certificate of non-liability for VAT (if applicable)

- Document giving details of the applicant's bank account or sub-account into which the Union grant will be paid. This document must be produced or certified by the bank concerned and must clearly show the data referred to at 1.2.³⁶

³³ *The list is not intended to be exhaustive. It should be adapted / supplemented in accordance with the type of grant envisaged and the type of potential beneficiary and with the selection and award criteria laid down in the basic act and the call for proposals, in particular as regards financial documents and any other document which the authorising officer considers necessary.*

³⁴ Only if the applicant is a natural person.

³⁵ Not applicable to national public authorities in the strict sense. For public-sector entities which derive from the national authorities, provide the founding act, decision or regulation justifying their public-sector status.

³⁶ This document may be provided later.

FINANCIAL DOCUMENTS

- *Applicant's annual accounts (or annual budget in the case of a public-sector body) for the last 2 years for which the accounts have been closed, including any annexes or other official documents commenting on and supplementing the financial data in the annual accounts*
- *External audit report by an approved auditor certifying the accounts for the last 2 years for which they have been closed and giving an assessment of the applicant's financial viability for the period during which the action or work programme will be carried out³⁷*

OTHER DOCUMENTS

- *Curriculum vitae for those primarily involved in implementing the action or work programme*
- *Letter of commitment from any third parties involved in implementing the action*
- *Letter of commitment from any external sponsors*
- *References relating to any other actions completed in the relevant field by the applicant and/or associate third parties*

³⁷ Pursuant to the Rules for the implementation of the Financial Regulation (Official Journal L 357, 31.12.2002), an external audit report certifying the accounts for the last financial year available and giving an assessment of the financial viability of the applicant is compulsory for actions where the cost to be financed exceeds EUR 500 000 and for operating grants of over EUR 100 000, where it is the first application made by a beneficiary to an authorising officer in any one budget year. The authorising officer responsible may waive that obligation for secondary and higher education establishments, and beneficiaries who have accepted joint and several liabilities in the case of agreements with a number of beneficiaries. The requirement does not apply to public bodies and international organisations referred to in Article 43(2) of the above mentioned implementing rules.