

## GRANT APPLICATION FORM

### A. INFORMATION ABOUT THE APPLICANT

#### 1. **Grant applicant**

Full official name:

Official legal form:

Statutory registration number:

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:**

Telephone number (including international codes):

Fax number (including international code):

E-mail address:

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

Telephone number (including international codes):

Fax number (including international codes):

E-mail address:

**5. Main activities of the company/organisation applying for a 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, subsidiaries 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. Partnership, with an indication of the participating bodies and, for each body, an indication of the participation arrangements (responsibilities, activities and role of each partner body) and its contribution to the budget (revenue and expenditure).**

**11. Technical capability and financial capacity of the applicant**

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

2) 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 latter 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.

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

**12. Bank details**

Please complete the attached financial information sheet.

The account or sub-account must allow funds paid by the Commission to be identified.

### **13. Ex post publicity**

Pursuant to Article 110 of the Financial Regulation<sup>(1)</sup> and Article 169 of the Implementing Rules<sup>(2)</sup>, grants awarded in the course of 2013 by the Directorate-General will be published at the beginning of 2014 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:

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.....  
.....

(1) Regulation 1605/2002 of 25.6.2002 amended by the Regulation 1995/2006 of 13/12/2006

(2) Regulation 2342/2002 of 23.12.2002 as last amended by Regulation 478/2007 of 23/04/2007

# FINANCIAL IDENTIFICATION

<u>ACCOUNT HOLDER</u>	
NAME	<input type="text"/>
ADDRESS	<input type="text"/> <input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
VAT NUMBER	<input type="text"/>
CONTACT PERSON	<input type="text"/>
TELEPHONE	<input type="text"/>
FAX	<input type="text"/>
E - MAIL	<input type="text"/>

<u>BANK</u>	
BANK NAME	<input type="text"/> <input type="text"/>
BRANCH ADDRESS	<input type="text"/> <input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN (optional)	<input type="text"/>

REMARKS :

<b><u>BANK STAMP + SIGNATURE of BANK REPRESENTATIVE</u></b> <b>(Both Obligatory)</b>
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<b><u>DATE + SIGNATURE of ACCOUNT HOLDER :</u></b> <b>(Obligatory)</b>
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**B. INFORMATION ABOUT THE OPERATION FOR WHICH A GRANT IS REQUESTED**

**1. DESCRIPTION OF THE PROJECT**

Technical description of the project, objectives, methodology, expected results

**1.1. Field:**

**1.2 Full title of the operation for which a grant is requested:**

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

Describe the general and specific objective(s) of the operation and the methodology proposed.

**1.4 Expected results of the operation for which a grant is requested, in particular to relation to the objectives of transport policy:**



### **1.5 Description of the tasks**

Give a title and a detailed descriptions of all the activities involved in this project.

## **1.6 Schedule of work/timetable**

- duration of the operation;
  - date of commencement of work involved in carrying out the operation;
  - date of completion of work involved in carrying out the operation;
  - date of presentation to the European Commission of the final report on the implementation of the operation and the results obtained.
- action plan (without specifying actual dates, only month 1, month 2 etc.). If appropriate, attach a table indicating the different phases.

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):

<b><u>PART A: EXPENDITURE</u></b>	
<b>1. ALLOWABLE DIRECT COSTS</b>	
<p><b>1.1. Staff costs:</b></p> <p>(The costs of staff assigned to the operation, comprising actual salaries plus social security charges and other statutory costs included in pay, provided this does not exceed the average rates corresponding to the beneficiary's usual policy on pay)</p> <p><i>Figures in man/months</i></p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	EUR <span style="background-color: yellow;">  </span>
<p><b>1.2. Travel and subsistence allowances:</b></p> <p>(of staff participating in the operation, provided the allowances are in line with the beneficiary's usual practices on travel costs, or do not exceed the scales approved annually by the Commission)</p> <p><i>Number of journeys and destinations proposed</i></p>	EUR <span style="background-color: yellow;">  </span>

**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 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 of the heavy equipment proposed*

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EUR...

<p><b>1.4. Costs of supplies and other consumable goods:</b></p> <p>(the cost of consumable equipment and supplies, provided they are identifiable and are allocated to the operation)</p> <p><i>Description of supplies</i></p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>EUR ...</p>
<p><b>1.5. Subcontracting costs:</b></p> <p><i>Details of the nature of services to be subcontracted and list of companies considered</i></p> <p>-</p> <p><i>Percentage of subcontracting in relation to the total amount of the allowable costs of the operation.</i></p>	<p>EUR ...</p>
<p><b>1.6. Other allowable direct costs:</b></p> <p>(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)</p> <p><i>Description of expenditure proposed</i></p> <p>-</p> <p>-</p>	

- - -	EUR ...
<b>TOTAL ALLOWABLE DIRECT COSTS (sum of 1.1 to 1.6)</b>	<b>EUR ...</b>
<b>2. ALLOWABLE INDIRECT COSTS</b> (general costs - not more than 7% of the total amount of the allowable direct costs)	EUR ...
<b>TOTAL EXPENDITURE (sum of 1+2)</b>	EUR ...

<b><u>PART B: REVENUE</u></b>	
<b>1. FINANCIAL CONTRIBUTION</b>	
<b>1.1. Financial contribution by the applicant.</b>	EUR ...
<b>1.2. Grant requested in this application to the European Commission</b>	EUR ...
<b>1.3. Financial contribution requested from another department of the European Commission</b> - -	EUR ...
<b>1.4. Financial contributions given by other European Union institutions</b> -	EUR ...
<b>1.5. Financial contributions given by third parties</b> <i>List of third parties and amount of contribution</i> -	EUR...

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<b>TOTAL FINANCIAL CONTRIBUTION</b>	EUR ...
<b>2. REVENUE GENERATED BY THE OPERATION (to be completed only at the time of the final)</b>	EUR...
-	
-	
-	
-	



4. Rate of co-financing requested in this application to the European Commission:

**The rate of co-financing requested in the application should be expressed as a percentage of the total allowance costs included under Item A of the estimated total budget for the completion of the operation.**

..... % of EUR .....

5. Amount of grant requested (in euros):

EUR .....

## C. DECLARATION BY THE APPLICANT

I, the undersigned, ....., authorised to represent the applicant, hereby request from the [Commission] / [agency] 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 complete and that the applicant has not received 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 is not in one of the situations which would exclude it from receiving Union grants and accordingly declare that the applicant:

- 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, is not the subject of proceedings concerning those matters, 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 [Commission] / [agency] can justify;
- has fulfilled all its obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which it is established and with those of [the country of the authorising officer responsible], as well as those of the country where the [action]/ [work programme] is to be implemented;
- 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;
- is not currently subject to an administrative penalty for being found guilty of serious misrepresentation in supplying the information required by the [Commission] / [agency], or for failing to supply such information, or for being declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to a procurement procedure or another grant award procedure financed by the Union budget;
- is not subject to a conflict of interest;
- is not guilty of misrepresentation in supplying the information required by the [Commission] / [agency] or of failing to supply this information.

I have been informed that, under the Financial Regulation of 25 June 2002 applicable to the general budget of the European Communities , applicants found guilty of misrepresentation may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist of being excluded from all contracts or grants financed from the Union budget for a maximum of five 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 ten years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations may also receive financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to between 4% and 20% in the event of a repeat offence within five years of the first infringement.

I declare that the applicant is fully eligible in accordance with the criteria set out in the specific call for proposals.

I certify that the applicant has the financial and operational capacity to carry out the proposed action/work programme.

If selected to be awarded a grant, the applicant accepts the standard conditions as laid down in the grant agreement/decision publicly available.

Name / first name:

Title or position in the applicant organisation:

Signature [and official stamp] of the 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 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 [*entity 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](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Your personal data 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/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), 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/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE))