

No of proposal:

MOVE/C4/SUB/01-2012/

.....

(for Commission use only)

GRANT APPLICATION FORM¹

Road Safety and young road users

(a) Project identification

Full title

Acronym (20 characters max.)

(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.)

Name and position of the person authorised to enter into legally binding commitment on behalf of the applicant

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 € _____ (...%)

¹ Incomplete forms will not be accepted

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 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)

1.5 Project summary

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

1.6 Definition of the objective(s) of the project

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

1.7 Scope of the action and 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.

Describe the proposed themes for the workshops.

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

1.8 Methodology

Describe in no more than 300 words :

- the methods of operation chosen and the reasons for this choice,

- 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.

1.9 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 previsions a sufficient time span in order to avoid later requests to the Commission for amendments in order to extend the duration of the projects.*

1.10. Results and impact

1.10.1 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.

1.10.2 Multiplier effect and visibility

Describe in no more than 300 words to what extent the proposed operation will have the potential to reach youngsters and will allow the EU-wide transfer, widespread use and large-scale application of results, knowledge and good practice and the means by which the Community action will be made visible (publications, websites, social networks, etc.).

1.10.3 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.

1.11. Particular characteristics of the operation proposed for financing by the Commission

1.11.1 Innovative character

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

1.11.2 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

1.11.3 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															
A.1. ELIGIBLE DIRECT COSTS															

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 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)	Total number of days (a)	cost per day (€) (b)	Total staff cost (€) (a x b)
<i>Name and position of staff member</i>															
Total															

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

(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			€

* see point 7 (Eligibility of costs) of call for proposals

** 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 (...)								
Total (€)								

TOTAL ELIGIBLE DIRECT COSTS (A.1 = sum of items A.1.1 to A.1.6)	€..
A.2. ELIGIBLE INDIRECT COSTS (“general costs” - not more than 7% of A.1)	€..
TOTAL EXPENDITURE (A = A.1 + A.2)	€..

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

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

Please see section 9.1 of the call for proposals for requirements and documents to be submitted.

11. Bank details and legal entity form

Please complete the financial information sheet available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

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.

Please complete the legal entity form available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

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:

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.....
.....

(1) Regulation 1605/2002 of 25.6.2002

(2) Regulation 2342/2002 of 23.12.2002

C. DECLARATION BY THE APPLICANT

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

I certify that the information contained in this application is correct and complete and that none of the applicants has received any other Union funding to carry out the action / which is the subject of this grant application.

I certify on my honour that none of the applicants is in one of the situations which would exclude it from receiving Union grants and accordingly declare that the applicants:

- are not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors or suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- have not been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- are not guilty of grave professional misconduct proven by any means which the Commission can justify;
- have fulfilled all their obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which they are established and with those of [the country of the authorising officer responsible], as well as those of the country where the action is to be implemented;
- have 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;
- are not currently subject to an administrative penalty for being found guilty of serious misrepresentation in supplying the information required by the Commission, or for failing to supply such information, or for being declared to be in serious breach of contract for failure to comply with their contractual obligations subsequent to a procurement procedure or another grant award procedure financed by the Union budget;
- are not subject to a conflict of interest;
- are not guilty of misrepresentation in supplying the information required by the Commission 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 Communities², 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

² Official Journal of European Union L 248 of 16.9.2002, as amended.

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 applicants are fully eligible in accordance with the criteria set out in the specific call for proposals.

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

I also confirm that this application for funding is not the subject of any other application for funding under the Union budget.

If selected to be awarded a grant, the applicants accept the standard conditions as laid down in the grant agreement.

Name / first name:

Title or position in the consortium:

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 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 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), 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)

