

GRANT APPLICATION FORM FOR
the Programme Support Action in the field of Road Safety
to support Members States in collecting Key Performance Indicators (KPIs)

MOVE/C2/SUB/2019-558

*The Application form should be filled in by **at least 9 Member States authorised representative** and should be submitted as one single application by a Coordinator designated by one of the Member States.*

PROGRAMME CONCERNED
CEF - Programme Support Action in the field of Road Safety to support Members States in collecting Key Performance Indicators (KPIs)
REFERENCE NUMBER OF THE CALL FOR PROPOSALS
MOVE/C2/SUB/2019-558
SUMMARY OF THE APPLICATION
Title:
Identity of the Coordinator:
Summary of the action:
Duration (in months):
Requested amount (in €):

Before filling in this form, please read carefully the relevant call for proposals, available on our site http://ec.europa.eu/transport/facts-fundings/grants/index_en.htm.

Please make sure that your application:

- is submitted on the correct form, completed in full and dated;
- is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
- presents a budget in conformity with the funding rules;
- meets the submission arrangements set out in the call;
- is submitted by the deadline.

The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.

By submitting an application the applicant accepts that in case of award certain data like the name, locality and amount (amongst others) will be published.

No information will be published for scholarships, aid to natural persons and other direct support paid to natural persons in most need.

I. INFORMATION ON THE APPLICANTS**1 REFERENCES OF THE APPLICANTS****1.1 Coordinator****1.1.1 IDENTITY OF THE COORDINATOR**

Official name in full:

Acronym:

(if applicable)

Official legal form:

Legal personality¹:

(Reply by "YES" or "NO").

(In case you answered with "NO"):

For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf:

Place of establishment or registration:

(Address and country)

Entity registration number:

(Not applicable if the applicant is a public-sector body)

VAT number (if applicable):

The legal details are to be attached to the application using the Legal Entity Form available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

1.1.2 CONTACT DETAILS

Street address:

Postcode:

City:

¹ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

Region (if applicable):	
Country:	
Telephone:	Mobile:
Fax:	
E-mail address:	
Website:	

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Authorising Officer. The Authorising officer will not be held responsible in the event that it cannot contact an applicant.

1.1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL	
Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	
1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)	
Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

1.2 Applicant 1 (Repeat this part as often as is required to include all applicants).

1.2.1 IDENTITY OF THE APPLICANT
Official name in full:
Acronym: (if applicable)
Official legal form:
Legal personality ² : (Reply by "YES" or "NO") (In case you answered with "NO"): For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf:
Place of establishment or registration: (Address and country)
Entity registration number: (Not applicable if the applicant is a public-sector body)
VAT number (if applicable):

The legal details are to be attached to the application using the Legal Entity Form available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

1.2.2 CONTACT DETAILS
Street address:
Postcode:
City:
Region (if applicable):
Country:

² Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

Telephone:	Mobile:
Fax:	
E-mail address:	
Website:	

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

1.2.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL	
Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	
1.2.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)	
Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

1.3 Implementing body No 1 (Repeat this part as often as is required to include all implementing bodies).

1.3.1 IDENTITY OF THE Implementing body

(This box shall be filled in by all implementing bodies. In addition, all implementing bodies require the approval of the EU Member State(s) concerned by the proposed Action. For this purpose, they must provide a signed Member State Approval Form (annexed to this call).

Official name in full:

Acronym:

(if applicable)

Official legal form:

(Not applicable if the applicant is a natural person)

Legal personality³:

(Reply by "YES" or "NO"):

(In case you answered with "NO"):

For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf:

Place of establishment or registration:

(Address and country)

Entity registration number:

(Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.)

VAT number (if applicable):

2 BANK DETAILS

The bank details have to be provided by the coordinator only – They are attached at annex in the Bank Account Form (BAF). The form is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

3 PROFILE OF THE APPLICANTS

³ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

3.1 Coordinator

PROFILE OF THE Coordinator — GENERAL AIMS AND ACTIVITIES
[Year of foundation]:
The entity shall state his legal status by ticking one or several options <input type="checkbox"/> Public authority <input type="checkbox"/> Other (please specify)
The Coordinator should provide a short description of the consortium, with respect to the eligibility criteria indicated in the specific call.

3.2 Applicant No 1 (Repeat this part as often as is required to include all applicants)

PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES
[Year of foundation]:
<input type="checkbox"/> Public authority <input type="checkbox"/> Other (please specify)

II. OPERATIONAL AND FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY

As stated under Article 131(3) FR, the verification of the financial capacity shall not apply to public bodies.

1.1 Coordinator

OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT

The applicant should provide a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.

1.2 Applicant No1 (Repeat this part as often as is required to include all applicants)

OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT

The applicant should provide a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.

2 FINANCIAL CAPACITY

In accordance with article 198(5) FR the verification of financial capacity does not apply to public bodies

LEGAL NOTICE

“Where the application concerns grants for an action for which the amount exceeds EUR 750 000, an audit report produced by an approved external auditor must be submitted. This report shall certify the accounts for the last financial year available. This does not apply to public bodies, including Member States organisations or international organisations.”

2.1 Coordinator

PROOF OF FINANCIAL CAPACITY OF THE CO-ORDINATOR

Then Co-ordinator should provide the following documents as evidence of its financial capacity:

- *Balance sheets or extracts from balance sheets for the last two financial years for which the accounts have been closed.*
- *Profit and loss account for the last two financial years for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.*
- *Audit report by an approved external auditor on the accounts of the last financial year available. This does not apply to public bodies, including Member States organisations or international organisations*

2.2 [Applicant No 1] (Repeat this part as often as is required to include all applicants)

PROOF OF FINANCIAL CAPACITY

Applicants should provide the following documents as evidence of their financial capacity:

- *Balance sheets or extracts from balance sheets for the last two financial years for which the accounts have been closed.*
- *Profit and loss account for the last two financial years for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.*
- *Audit report by an approved external auditor on the accounts of the last financial year available . This does not apply to public bodies, including Member States organisations or international organisations*

III. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

1 DESCRIPTION OF THE ACTION
Title: CEF - Programme Support Action in the field of Road Safety to support Members States in collecting Key Performance Indicators (KPIs) for road safety
Reference: MOVE/C2/SUB/2019-558
<p>a) Describe the consortium, the activities for which the each member plan to request co-financing</p> <p>Describe the composition of the consortium, its organisation and the activities for the collection of KPIs for which each member plans to request funding.</p>
<p>b) Methodology to be followed/project implementation</p> <p>Explain the methodology that will be implemented to achieve the collection of the KPIs. This may include inter alia, the following aspects:</p> <p>whether the data collection activities will be new or based on existing schemes, whether the members of the consortium will use sub-contracting or perform the work by their own staff., the sampling approaches and collection methods that will be used, how the consortium will organise the tasks of data collection if and where some activities are collectively subcontracted.</p>
<p>c) Arrangements for coordinating and supervising the action and any risks involved in its implementation:</p> <p>Explain how the action will be supervised. Refer to the risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated.</p>
<p>d) Continuity of the project's achievements:</p> <p>Briefly describe how support for this action will contribute to the continuity of the KPI data collection in the future.</p>

2 PLANNED DURATION OF THE ACTION (in months):

Planned starting date:

TIMETABLE FOR EACH STAGE OF THE ACTION SHOWING MAIN DATES AND EXPECTED RESULTS FOR EACH STAGE (table to be repeated as many times as necessary)

You may want to provide in annex a Gantt chart of the project proposal

	Semester 1						Semester 2					
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12
Preparation Activity 1 (title)												
Implementation Activity 1 (title)												
Preparation Activity 2 (title)												
Etc.												

3 BUDGET

Estimated Budget — Annex 1

Applications must include a detailed estimated budget in balance, in which all costs are given in euros. Applicants from countries outside the euro zone may use [the conversion rates published in the Official Journal of the European Union, series C, during the month in which they are submitting the application] [the monthly rate published on the Commission's website at www.ec.europa.eu/budget/inforeuro/].

LEGAL NOTICE

Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by the Commission where applicants demonstrate the need to start the action before the agreement is signed, **expenditure eligible for financing may not have been incurred before the grant application was lodged.**

IV. ADDITIONAL FUNDING

1 UNION FUNDING

1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION

Have any of the applicants received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year?

☐ NO

☐ YES — Continue to the following table

APPLICATION, GRANT OR ANY OTHER EU FUNDING — To be specified for each of the applications or obtained grants in the current or previous years (add columns if necessary)

	Programme 1	Programme 2
Title of the action (or part of the action)		
Union Programme concerned		
Union Institution or Body/Agency to which the application was submitted or which took the award decision		
Year of award or application and duration of the operation		
Value of the application, grant or other Union funding		

LEGAL NOTICE

Applicants must inform the Commission department to which this application is submitted if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or bodies/agencies has been approved by them after the submission of this grant application.

2 OTHER SOURCES OF EXTERNAL FUNDING — NON UNION

2.1 SUPPORT AWARDED

Have any of the applicants already received confirmation relating to any external funding for the action?

☐ NO

☐ YES — Continue to the table in the Annexes (Budget)

2.2 REQUESTED SUPPORT

Have any of the applicants requested, applied or are awaiting confirmation relating to external funding for the action?

☐ NO

☐ YES — Continue to the table in the Annexes (Budget)

Annexes:

- Budget form
- Declaration of Honour
- Member State Approval Forms
- Financial Viability Check (Excel file)
- Model grant Agreement

Not annexed, but links provided for:

- Bank Account Form (BAF) available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

- Legal Entity Form (LEF) (available at:

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

Version September 2016

CHECKLIST FOR APPLICANTS

All sections of the application form have been filled in, where appropriate, in accordance with the call concerned.	<input type="checkbox"/>
The budget annex has been duly filled in and is attached.	<input type="checkbox"/>
Legal details have been included in the Legal Entity Form.	<input type="checkbox"/>
Bank details have been included in the Bank Account Form (to be filled in only by the coordinator)	<input type="checkbox"/>
Balance sheets or extracts from balance sheets for the last two years for which accounts have been closed have been included with the application form.	<input type="checkbox"/>
Profit and loss account for the last two financial years for which the accounts have been closed has been included with the application form.	<input type="checkbox"/>
Audit report by an approved external auditor on the accounts of the last financial year available has been included with the application form.	<input type="checkbox"/>
The declaration of honour has been signed and attached.	<input type="checkbox"/>
The signed Member State(s) Approval Form(s) are provided	<input type="checkbox"/>
The Financial Viability Check has been filled in (applicable for Private entities)	<input type="checkbox"/>