

DGTREN/G2/SUB-233-2009

No of proposal:
(for Commission use only)

**GRANT APPLICATION FORM
FOR PROPOSALS WITH A VIEW TO OBTAINING A GRANT FOR PREPARING A
HANDBOOK OF MARITIME SECURITY EXERCISES AND DRILLS**

Summary Sheet

(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

2. Name of the partner organisations*

**Note : in case of a multi-beneficiary grant agreement, 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 ACTION 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 corresponding annex to the project selected.

1. DESCRIPTION OF THE PROJECT

1.1. Full title of the operation

1.2. Acronym of project (20 characters max.)

1.3. Organisation applying for grant and partner organisations

- Name of the organisation applying for grant and coordinating the project
- Contact person (name, address, function, email, telephone number ...)
- Name 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)

1.4. Project summary

Describe the project in no more than 1 page indicating its subject, its aim and the main activities it involves.

1.5. Definition of the objective(s) of the project and the approach(es) followed (according to Point 5 of the Call for proposals)

Describe in no more than 2 pages the general and specific objective(s) of the project, including the longer-term or wider results expected. Provide information on existing materials (studies, national training plans, etc.) that will be used for the action. Indicate whether a training of trainers, translations and an advisory board are foreseen. Provide evidence of knowledge and experience both in the field of vocational education and training and in the field of European road transport legislation, in particular the social legislation.

1.6. Involvement of Member States and stakeholders

Describe which Member States will be involved and how. Provide information on the advisory board (see Point 5 of the Call for proposals).

1.7. Description of the tasks

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

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

1.8. Organisation of work and timetable (attach a table indicating the phases)

- description of the organisation of work, including management arrangements
- duration (in months)
- expected start date of the action [Please indicate earliest date for starting the project and latest possible date from the point of view of project organisation]
- expected end date of the action
- project plan
- milestones and deliverables

Note: the project plan should not specify actual dates but simply mention “week 1, week 2 or month 1, month 2,...”.

1.9. Dissemination and exploitation of results

Describe in no more than 300 words the proposed the plan for the dissemination and exploitation of results. Please give information about the sustainability of the action after the end of the project.

1.10. Results and impact

1.10.1. Expected results of the operation

Describe in no more than 2 pages the specific, realistic, verifiable and quantifiable (short and long term) results which you are expecting. Please use physical, quantitative or qualitative indicators.

In case the action generates revenues (revenues from commercial or other use, contributions from third parties etc.) please provide details.

1.10.2. Evaluation

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

1.10.3. Visibility

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

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. Specification for 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)

	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)
Staff :															
<i>Name of staff member</i>															
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 scales 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			€

A.1.3. Purchase cost of equipment:

(Purchase costs of equipment (new or second-hand) are eligible costs, 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 type. Only the portion of the equipment's depreciation corresponding to the duration of the project and the actual rate of use for the operation may be taken into account 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	Total cost
Total	

A.1.5. Subcontracting costs:

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

Costs for the works carried out for the project can be as well subcontracted if the beneficiaries do not intend to carry out them themselves. If so, rules provided by article II.9 of the contract apply. Equipment purchased by subcontractors in order to implement subcontracting will be submitted to the same rules as subcontracted works.

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 allowable costs of the operation.</i>		%
			(A.1.5 / A.1)		

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)). Purchase of land is excluded.

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 allowable direct costs	Total	Expenditure foreseen of the grant requested from DG Energy and Transport
Partner (coordinator...)								
Partner (...)								
Partner (...)								
Partner (...)								
Partner (...)								
Partner (...)								
Total								

A.1. 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)	€..
A.3. CONTINGENCY RESERVE (maximum 5% of A.1)	€..
-	€..
-	
TOTAL EXPENDITURE (A = A.1 + A.2 + A.3)	€..

PART B: REVENUE	
B.1. Grant requested from the Directorate-General for Energy and Transport in this application	€..
i.e. as a percentage of the total amount of expenditure included under Item A of the budget %
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

Please 'tick' the box with the legal status of the applicant.

Member State
Public Undertaking or Body
Private Undertaking or Body

For multi-beneficiary proposals only:

Coordinating applicant

Full official name:

Official legal form:

Statutory registration no:

Full official address:

Internet site:

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:

Please attach Curriculum vitae for the persons primarily involved in implementing the action.

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

Please describe in addition projects and activities undertaken in the last three years and more particularly projects related to the relevant issue

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 Energy and Transport or to another European Union institution.

10. Technical and financial capacity of the applicant

The legal form of the public and private undertakings or bodies needs to be provided. You may download the editable Legal Entities form in your language and for your country and attach it to the application. Please note that some additional documents referred to in the legal entity form need to be attached. Please consult this internet address:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

Public and private undertakings and bodies must have the financial capacity to complete the action for which the grant is sought. Please provide therefore the annual accounts for the last financial year for which the accounts have been closed.

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 Energy 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 1261/2005 of 20 July 2005 amending Regulation 2342/2002 of 23 December 2002

Date	
Stamp (*) and signature	

(*) If appropriate, as foreseen by the ministry concerned.

FINANCIAL IDENTIFICATION

<u>ACCOUNT HOLDER</u>	
NAME	<input type="text"/>
ADDRESS	<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"/>
BRANCH ADDRESS	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN	<input type="text"/>

REMARKS :

<u>BANK STAMP + SIGNATURE of BANK REPRESENTATIVE</u> (Both Obligatory)
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<u>DATE + SIGNATURE of ACCOUNT HOLDER</u> (Obligatory)
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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 and modified in last instance by the regulation 1248/2006 of the 7/08/2006, 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 Communities' 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 Community budget.

Done at on.....

Name

Title

Signature: