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Contracting Authority MINISTRY OF AGRICULTURE

Creation of sustainable employment opportunities through economic diversification in the banana producing parishes of Jamaica

Grant Application Form

JM/BAN/2008/020-088

Reference: **EuropeAid/131171/M/ACT/JM**

Deadline for submission 16/05/2011

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible

| | |
|---|--|
| Title of the action: | |
| Number and title of lot | |
| Location(s) of the action: | <i><specify country(ies), region(s), area(s) or town(s) that will benefit from the Action></i> |
| Name of the applicant | |
| Nationality of the applicant ¹ | |

| | |
|------------|--|
| Dossier No | |
|------------|--|

(for official use only)

¹ The statutes must make it possible to ascertain that the organisation was set up by an act governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation.

| | | |
|---|--|---|
| EuropeAid ID ² | | |
| Ongoing contract/Legal Entity File Lumber (if available) ³ | | |
| Legal status ⁴ | | |
| Partner(s) ⁵ | Name, EuropeAid ID, Nationality and date of establishment and Legal status | |
| Estimated total eligible cost of the action (A) | Amount requested from the Contracting Authority (B) | % of estimated total eligible cost of action (B/Ax100) |
| [EUR/National currency] | [EUR/National currency] | % |
| Estimated taxes (C) ⁶ * if applicable | Estimated total accepted cost of the action (either A or, if applicable, A+C) | % of estimated total accepted cost of action (B/A+Cx100) * if applicable |
| [EUR/National currency] | [EUR/National currency] | % |
| Total duration of the action : | <months> | |

| | |
|---|--|
| Applicant's contact details for the purpose of this action | |
| Postal address: | |
| Telephone number: (fixed and mobile) Country code + city code + number | |
| Fax number: Country code + city code + number | |
| Contact person for this action: | |
| Contact person's email: | |
| Address: | |
| Website of the Organisation: | |

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.

² To be inserted if the organisation is registered in PADOR. This number is allocated to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/onlineservices/pador>

³ If an applicant has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number. If neither of this apply, indicate "N/A".

⁴ E.g. non profit making, governmental body, international organisation

⁵ Add as many rows as partners

⁶ If there are no taxes or the Beneficiary/partner can reclaim them, this row does not need to be filled in.

NOTICE

[How to adapt this standard grant application form:

Where you see < ... >, enter the information relevant to the call for proposal in question.

The phrases within [] should only be included if appropriate, while the paragraphs shaded in grey should only need to be amended in exceptional cases, dictated by the requirements of a particular call for proposal procedure.

In no circumstances may you alter any other part of these standard instructions. Please remember to delete this paragraph, any other text with yellow highlighting and all such brackets in the final version]

[To be included only where the Contracting Authority is the European Commission:

If processing your application involves the recording and processing of personal data (such as names, addresses and CVs), such data 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 and any personal data requested are required to evaluate your proposal in accordance with the Guidelines for the call for proposal and will be processed solely for that purpose by the data controller. Details concerning processing of your personal data are available on the privacy statement at http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf⁷

⁷ Applicable by analogy to grants

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PART A. CONCEPT NOTE

1 INSTRUCTIONS FOR THE DRAFTING OF THE CONCEPT NOTE

There is no specific template for the Concept Note but the applicant has to ensure that the text of its concept note:

- does not exceed 5 full pages (A4 size) of Arial 10 characters with 2 cm margins;
- responds, in the same sequence, to the headings listed below. It is expected that the size of each section will reflect the relative importance of each heading (ref max scores in the evaluation grid and in the Guidelines). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the concept note.
- Is drafted as clearly as possible to facilitate its assessment.

1.1. SUMMARY OF THE ACTION

Please complete the table below which should not exceed 1 page.

| | |
|---|---|
| Title of the action: | |
| Specific objective: <i>(If Applicable) Specify whether you apply for specific Lot</i> | Please tick the box corresponding to the specific lot for which you are applying: <input type="checkbox"/> <u>Lot X</u> <input type="checkbox"/> <u>Lot Y</u> |
| Location(s) of the action: - <i>specify country(ies), region(s) that will benefit from the action</i> | |
| Total duration of the action (<i>months</i>): | |
| Amount (in EUR) of requested EU contribution | |
| Objectives of the action | <Overall objective(s)> <Specific objective(s)> |
| Target group(s) ⁸ | |
| Final beneficiaries ⁹ | |
| Estimated results | |
| Main activities | |

⁸ “Target groups” are the groups/entities who will be directly positively affected by the action at the action purpose level.

⁹ “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large.

1.2. RELEVANCE OF THE ACTION (MAX 3 PAGES)

1.2.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.

Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements indicated in the guidelines of the call such as partnership, local ownership, etc.

Describe which particular expected results mentioned in the guidelines of the call will be addressed.

NB. in the exceptional cases where the involvement of organisations having the nationality¹⁰ of the targeted country as stipulated in section 1.2.1 of the call guidelines, is not possible due to the particular situation in the said country, the applicant must provide explanations, which will be examined in the context of the evaluation of criterion 1.1 of the Concept Note grid.

1.2.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)

Please provide all the following information:

Identify clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

In addressing the point above, refer to any significant plans undertaken at national, regional and/or local level relevant for the action and describe how the action will relate to such plans.

Where the action is the continuation of a previous action clearly indicate how the proposed action is intended to build on the activities/ results of this previous action; refer to main conclusions and recommendations of evaluations that might have been carried out.

Where the action is part of a larger programme, clearly explain how it fits or is coordinated with this programme or any other planned project. Specify the potential synergies with other initiatives, in particular from the European Commission.

1.2.3. Describe and define the target groups and final beneficiaries, their needs and constraints and how the action will address these needs

Please provide all the following information:

Include a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints of each of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain any participatory process ensuring participation of target groups and final beneficiaries.

¹⁰ See footnote 1.

1.2.4. Particular added-value elements

Indicate any specific added value elements, in particular promotion or consolidation of public/private partnerships, innovation and best practices, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples.

1.3. DESCRIPTION OF THE ACTION (MAX 1 PAGE)

Please provide all the following information:

Background to the preparation of the action.

Describe the objectives of the action. (Elaborate here on the objectives mentioned in the table in section 1.1 above.)

Describe the key stakeholder groups, their attitudes towards the action and any consultation undertaken with them.

Provide brief information on the type of activities foreseen and specify related outputs and results, including a description of linkages/relationships between activity clusters.

Indicate the broad timeframe for the action and describe any specific factor that has been taken into account.

PART B. FULL APPLICATION FORM

To be submitted by all applicants

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you use double-sided print-outs as much as possible

1 GENERAL INFORMATION

| | |
|---|---|
| Reference of the Call for Proposals | EuropeAid/131171/M/ACT/JM |
| Title of the Call for Proposals | Creation of sustainable employment opportunities through economic diversification in the banana producing parishes of Jamaica |
| Name of the applicant | |
| No. of the proposal¹¹ | <i>Number/not applicable (open procedures)</i> |
| Title of the action | |
| Location of the action <i>-specify country(ies) region(s) that will benefit from the action</i> | |
| No. of the Lot | |

¹¹ For restricted procedures only; the proposal number as allocated by the Contracting Authority and notified to the applicant at the time of the Concept Note opening and administrative check.

2 THE ACTION¹²

2.1. COST OF THE ACTION AND AMOUNT REQUESTED FROM THE CONTRACTING AUTHORITY

| | | |
|--|--|---|
| Estimated total eligible cost of the action (A) | Amount requested from the Contracting Authority (B) | % of estimated total eligible cost of action (B/Ax100) |
| EUR | EUR | % |
| Estimated taxes (C)¹³ | Estimated total accepted cost of the action (A+C) | % of estimated total accepted cost of action (B/A+Cx100) |
| EUR | EUR | %] |

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO

¹² The evaluation committee will refer to information already provided in the Concept Note as regards objectives and relevance of the action.

¹³ n.b. f there are no taxes or the beneficiary/partner can reclaim them, this row does not need to be filled in.

2.1.1. Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action, including all the information requested below:

- **Making reference to the overall objective(s) and specific objective(s), outputs and results described in the concept note elaborate on specific expected results indicating how the action will improve the situation of the** target groups and final beneficiaries as well as the technical and management capacities of target groups and/or any local partners. Indicate in particular foreseen publications.
- **Making reference to the overall objective(s) and specific objective(s), outputs and results described in the concept note identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice** of the activities and specifying the role of each partner (and associates or contractors or sub-grantees where applicable) in the activities. In this respect, the detailed description of activities must not repeat the action plan (to be provided in section 2.1.3 below) but demonstrate coherence and consistency in the project design

2.1.2. Methodolgy (max 4 pages)

Describe in detail:

- the methods of implementation and reasons for the proposed methodology;
- where the action is the prolongation of a previous action, explain how the action is intended to build on the results of this previous action. Give the main conclusions and recommendations of evaluations that might have been carried out;
- where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project. Please specify the potential synergies with other initiatives, in particular from the European Union;
- the procedures for follow up and internal/external evaluation;
- the role and participation in the action of the various actors and stakeholders (local partner(s), target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;
- the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- the main means proposed for the implementation of the action (equipment, materials, and supplies to be acquired or rented);
- the attitudes of all stakeholders towards the action in general and the activities in particular;
- the planned activities in order to ensure the visibility of the action and the EU funding.

2.1.3. Methodolgy (max 4 pages)

The duration of the action will be <X> months.

Applicants should not indicate a specific start up date for the implementation of the action but simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in section 2.1.1 The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan will be drawn up using the following format:

| Year 1 | | | | | | | | | | | | | |
|--------------------------------|------------|---|---|---|---|---|------------|---|---|----|----|----|-------------------|
| | Semester 1 | | | | | | Semester 2 | | | | | | |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | example | | | | | | | | | | | | Example |
| Preparation Activity 1 (title) | | | | | | | | | | | | | Local partner 1 |
| Execution Activity 1 (title) | | | | | | | | | | | | | Local partner 1 |
| Preparation Activity 2 (title) | | | | | | | | | | | | | Local partner 2 |
| Etc. | | | | | | | | | | | | | |

| For the following years: | | | | | | | | | |
|--------------------------------|------------|---|---|---|---|---|---|----|-------------------|
| Activity | Semester 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Implementing body |
| Example | example | | | | | | | | example |
| Execution Activity 1 (title) | | | | | | | | | Local partner 1 |
| Execution Activity 2 (title) | | | | | | | | | Local partner 2 |
| Preparation Activity 3 (title) | | | | | | | | | Local partner 1 |
| Etc. | | | | | | | | | |

2.1.4. Sustainability of the action (max 3 pages)

Provide all information requested below:

- Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any foreseen dissemination channel.
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated for each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
- Describe the main preconditions and assumptions during and after the implementation phase.

- **Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership, communication plan, etc. In so doing so, make a distinction between the following 3 dimensions of sustainability:**
 - a. **Financial sustainability: financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc;**
 - b. **Institutional sustainability: including structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local "ownership" of action outcomes;**
 - c. **Policy level sustainability: where applicable) including the structural impact of (improved legislation, consistency with existing framework/s, codes of conduct, methods, etc.).**
 - d. Environmental sustainability (what impact will the action have on the environment – have conditions put in place to avoid negative effects on natural resources on which **the action** depends and on the broader natural environment)

2.1.5. Logical Framework

Please fill in Annex C14 to the Guidelines for applicants.

2.2. BUDGET FOR THE ACTION

Fill in Annex B (worksheet 1 and 2) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Sections 1.3, 2.1.4 and 2.2.5).

2.3. EXPECTED SOURCES OF FUNDING

Fill in Annex B (worksheet 3) to the Guidelines for applicants to provide information on the expected sources of funding for the action.

[Please mention here below the contributions in kind to be provided (please specify), if any (maximum 1 page).]

14 Explanations can be found at the following address:
http://ec.europa.eu/europeaid/reports/index_en.pdf

2.4. APPLICANTS EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

| Project title: | | Sector (see section 3.2.1 of section II): | | | |
|--------------------------------------|--------------------------|---|---|-------------------------------|---------------------------------------|
| Location of the action | Cost of the action (EUR) | lead manager or partner | Donors to the action (name) ¹⁵ | Amount contributed (by donor) | Dates (from dd/mm/yyyy to dd/mm/yyyy) |
| ... | ... | ... | ... | ... | ... |
| Objectives and results of the action | | | | | |

¹⁵ If the Donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

3 THE APPLICANT

| | |
|---|--|
| EuropeAid ID number¹⁶ | |
| Name of the organisation | |

3.1. IDENTITY

Information requested under this point need only be given in cases where there have been modifications or additions as compared to the information given in the Concept note form.

| | |
|--|--|
| The applicant's contact details for the purpose of this action: | |
| Legal Entity File number¹⁷ | |
| Abbreviation | |
| Registration Number (or equivalent) | |
| Date of Registration | |
| Place of Registration | |
| Official address of Registration | |
| Country of Registration¹⁸/ Nationality ¹⁹ | |
| E-mail address of the Organisation | |
| Telephone number: Country code + city code + number | |
| Fax number: Country code + city code + number | |
| Website of the Organisation | |

¹⁶ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

¹⁷ If the applicant has already signed a contract with the European Commission

¹⁸ For organisations. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

¹⁹ For individuals. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.

3.2. PROFILE

| | |
|---|---|
| Legal status | |
| Profit-Making | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| NGO | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Value based²⁰ | <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral |
| Is your organisation linked with another entity? | <input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organization / network entity ²¹ <input type="checkbox"/> No, independent |

3.2.1. Category

| Category²² | Public | Private |
|------------------------------|---|---|
| | <input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation | <input type="checkbox"/> Implementation Agency <input type="checkbox"/> University/Education <input type="checkbox"/> Research Institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or Industrial Organisation <input type="checkbox"/> Trade Union <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Commercial Organisation <input type="checkbox"/> Other Non State Actor |

²⁰ Please choose only one set of values.

²¹ E.g. confederation / federation /alliance

²² Please specify 1) the Sector to which your organisation belongs, as defined in its statutes (or equivalent document): Public (established and/or funded by a public body) OR Private (established and/or funded by a private entity); 2) in the appropriate column, the Category to which your organisation belongs (ONE CHOICE ONLY).

3.2.2. Sector(s)²³

| | | | |
|--------------------------|----|-------|--|
| <input type="checkbox"/> | 11 | | Education |
| <input type="checkbox"/> | | 111 | Education, level unspecified |
| <input type="checkbox"/> | | 11110 | Education Policy & Admin. Management |
| <input type="checkbox"/> | | 11120 | Education Facilities And Training |
| <input type="checkbox"/> | | 11130 | Teacher Training |
| <input type="checkbox"/> | | 11182 | Educational Research |
| <input type="checkbox"/> | | 112 | Basic education |
| <input type="checkbox"/> | | 11220 | Primary Education |
| <input type="checkbox"/> | | 11230 | Basic life skills for youth and adults |
| <input type="checkbox"/> | | 11240 | Early childhood education |
| <input type="checkbox"/> | | 113 | Secondary education |
| <input type="checkbox"/> | | 11320 | Secondary education |
| <input type="checkbox"/> | | 11330 | Vocational Training |
| <input type="checkbox"/> | | 114 | Post-secondary education |
| <input type="checkbox"/> | | 11420 | Higher Education |
| <input type="checkbox"/> | | 11430 | Advanced Tech. & Managerial Training |
| <input type="checkbox"/> | 12 | | Health |
| <input type="checkbox"/> | | 121 | Health, general |
| <input type="checkbox"/> | | 12110 | Health Policy & Admin. Management |
| <input type="checkbox"/> | | 12181 | Medical education/training |
| <input type="checkbox"/> | | 12182 | Medical Research |
| <input type="checkbox"/> | | 12191 | Medical Services |
| <input type="checkbox"/> | | 122 | Basic health |
| <input type="checkbox"/> | | 12220 | Basic Health Care |
| <input type="checkbox"/> | | 12230 | Basic Health Infrastructure |
| <input type="checkbox"/> | | 12240 | Basic Nutrition |
| <input type="checkbox"/> | | 12250 | Infectious Disease Control |
| <input type="checkbox"/> | | 12261 | Health Education |
| <input type="checkbox"/> | | 12281 | Health Personnel Development |
| <input type="checkbox"/> | 13 | | Population programmes |
| <input type="checkbox"/> | | 130 | Population polices/programs and reproductive health |
| <input type="checkbox"/> | | 13010 | Population Policy And Admin. Mgmt |
| <input type="checkbox"/> | | 13020 | Reproductive Health Care |
| <input type="checkbox"/> | | 13030 | Family planning |
| <input type="checkbox"/> | | 13040 | Std Control Including HIV/Aids |
| <input type="checkbox"/> | | 13081 | Personnel development for population & reproductive health |
| <input type="checkbox"/> | 14 | | Water Supply and Sanitation |
| <input type="checkbox"/> | | 140 | Water supply and sanitation |
| <input type="checkbox"/> | | 14010 | Water Resources Policy/Admin. Mgmt |
| <input type="checkbox"/> | | 14015 | Water Resources Protection |
| <input type="checkbox"/> | | 14020 | Water supply & sanitation - Large systems |
| <input type="checkbox"/> | | 14030 | Basic drinking water supply & basic sanitation |
| <input type="checkbox"/> | | 14040 | River Development |
| <input type="checkbox"/> | | 14050 | Waste Management/Disposal |
| <input type="checkbox"/> | | 14081 | Education & training in water supply and sanitation |
| <input type="checkbox"/> | 15 | | Government and Civil Society |
| <input type="checkbox"/> | | 151 | Government and civil society, general |
| <input type="checkbox"/> | | 15110 | Economic and development policy/planning |

²³ Please tick the box for each sector your organisation has been active in the past 7 years. The sectors come from the DAC list set up by the OECD

| | | | | |
|--------------------------|----|-----|-------|---|
| <input type="checkbox"/> | | | 15120 | Public sector financial management |
| <input type="checkbox"/> | | | 15130 | Legal and judicial development |
| <input type="checkbox"/> | | | 15140 | Government administration |
| <input type="checkbox"/> | | | 15150 | Strengthening civil society |
| <input type="checkbox"/> | | | 15161 | Elections |
| <input type="checkbox"/> | | | 15162 | Human Rights |
| <input type="checkbox"/> | | | 15163 | Free Flow Of Information |
| <input type="checkbox"/> | | | 15164 | Women's equality organisations and institutions |
| <input type="checkbox"/> | | 152 | | Conflict prevention an resolution, peace and security |
| <input type="checkbox"/> | | | 15210 | Security system management and reform |
| <input type="checkbox"/> | | | 15220 | Civilian peace-building, conflict prevention and resolution |
| <input type="checkbox"/> | | | 15230 | Post-conflict peace-building (UN) |
| <input type="checkbox"/> | | | 15240 | Reintegration and SALW control |
| <input type="checkbox"/> | | | 15250 | Land mine clearance |
| <input type="checkbox"/> | | | 15261 | Child soldiers (prevention and demobilisation) |
| <input type="checkbox"/> | 16 | | | Other Social Infrastructure and Service |
| <input type="checkbox"/> | | | 16010 | Social/welfare services |
| <input type="checkbox"/> | | | 16020 | Employment policy and admin. mgmt. |
| <input type="checkbox"/> | | | 16030 | Housing policy and admin. management |
| <input type="checkbox"/> | | | 16040 | Low-cost housing |
| <input type="checkbox"/> | | | 16050 | Multisector aid for basic social services |
| <input type="checkbox"/> | | | 16061 | Culture and recreation |
| <input type="checkbox"/> | | | 16062 | Statistical capacity building |
| <input type="checkbox"/> | | | 16063 | Narcotics control |
| <input type="checkbox"/> | | | 16064 | Social mitigation of HIV/AIDS |
| <input type="checkbox"/> | 21 | | | Transport and Storage |
| <input type="checkbox"/> | | 210 | | Transport and storage |
| <input type="checkbox"/> | | | 21010 | Transport Policy & Admin. Management |
| <input type="checkbox"/> | | | 21020 | Road Transport |
| <input type="checkbox"/> | | | 21030 | Rail Transport |
| <input type="checkbox"/> | | | 21040 | Water Transport |
| <input type="checkbox"/> | | | 21050 | Air Transport |
| <input type="checkbox"/> | | | 21061 | Storage |
| <input type="checkbox"/> | | | 21081 | Education & Training In Transport & Storage |
| <input type="checkbox"/> | 22 | | | Communications |
| <input type="checkbox"/> | | 220 | | Communications |
| <input type="checkbox"/> | | | 22010 | Communications Policy & Admin. Mgmt |
| <input type="checkbox"/> | | | 22020 | Telecommunications |
| <input type="checkbox"/> | | | 22030 | Radio/Television/Print Media |
| <input type="checkbox"/> | | | 22040 | Information and communication technology (ICT) |
| <input type="checkbox"/> | 23 | | | Energy |
| <input type="checkbox"/> | | 230 | | Energy generation and supply |
| <input type="checkbox"/> | | | 23010 | Energy Policy And Admin. Management |
| <input type="checkbox"/> | | | 23020 | Power Generation/Non-Renewable Sources |
| <input type="checkbox"/> | | | 23030 | Power Generation/Renewable Sources |
| <input type="checkbox"/> | | | 23040 | Electrical Transmission/Distribution |
| <input type="checkbox"/> | | | 23050 | Gas distribution |
| <input type="checkbox"/> | | | 23061 | Oil-Fired Power Plants |
| <input type="checkbox"/> | | | 23062 | Gas-Fired Power Plants |
| <input type="checkbox"/> | | | 23063 | Coal-Fired Power Plants |
| <input type="checkbox"/> | | | 23064 | Nuclear Power Plants |
| <input type="checkbox"/> | | | 23065 | Hydro-electric Power Plants |
| <input type="checkbox"/> | | | 23066 | Geothermal energy |

| | | | | |
|--------------------------|----|-----|-------|--|
| <input type="checkbox"/> | | | 23067 | Solar energy |
| <input type="checkbox"/> | | | 23068 | Wind power |
| <input type="checkbox"/> | | | 23069 | Ocean power |
| <input type="checkbox"/> | | | 23070 | Biomass |
| <input type="checkbox"/> | | | 23081 | Energy education/training |
| <input type="checkbox"/> | | | 23082 | Energy research |
| <input type="checkbox"/> | 24 | | | Banking and Financial Services |
| <input type="checkbox"/> | | 240 | | Banking and financial services |
| <input type="checkbox"/> | | | 24010 | Financial Policy & Admin. Management |
| <input type="checkbox"/> | | | 24020 | Monetary institutions |
| <input type="checkbox"/> | | | 24030 | Formal Sector Financial Institutions |
| <input type="checkbox"/> | | | 24040 | Informal/Semi-Formal Financial intermediaries |
| <input type="checkbox"/> | | | 24081 | Education/trng in banking & fin. services |
| <input type="checkbox"/> | 25 | | | Business and Other Services |
| <input type="checkbox"/> | | 250 | | Business and other services |
| <input type="checkbox"/> | | | 25010 | Business support services and institutions |
| <input type="checkbox"/> | | | 25020 | Privatisation |
| <input type="checkbox"/> | 31 | | | Agriculture, Forestry and Fishing |
| <input type="checkbox"/> | | 311 | | Agriculture |
| <input type="checkbox"/> | | | 31110 | Agricultural Policy And Admin. Mgmt |
| <input type="checkbox"/> | | | 31120 | Agricultural development |
| <input type="checkbox"/> | | | 31130 | Agricultural Land Resources |
| <input type="checkbox"/> | | | 31140 | Agricultural Water Resources |
| <input type="checkbox"/> | | | 31150 | Agricultural inputs |
| <input type="checkbox"/> | | | 31161 | Food Crop Production |
| <input type="checkbox"/> | | | 31162 | Industrial Crops/Export Crops |
| <input type="checkbox"/> | | | 31163 | Livestock |
| <input type="checkbox"/> | | | 31164 | Agrarian reform |
| <input type="checkbox"/> | | | 31165 | Agricultural alternative development |
| <input type="checkbox"/> | | | 31166 | Agricultural extension |
| <input type="checkbox"/> | | | 31181 | Agricultural Education/Training |
| <input type="checkbox"/> | | | 31182 | Agricultural Research |
| <input type="checkbox"/> | | | 31191 | Agricultural services |
| <input type="checkbox"/> | | | 31192 | Plant and post-harvest protection and pest control |
| <input type="checkbox"/> | | | 31193 | Agricultural financial services |
| <input type="checkbox"/> | | | 31194 | Agricultural co-operatives |
| <input type="checkbox"/> | | | 31195 | Livestock/Veterinary Services |
| <input type="checkbox"/> | | 312 | | Forestry |
| <input type="checkbox"/> | | | 31210 | Forestry Policy & Admin. Management |
| <input type="checkbox"/> | | | 31220 | Forestry development |
| <input type="checkbox"/> | | | 31261 | Fuel wood/charcoal |
| <input type="checkbox"/> | | | 31281 | Forestry education/training |
| <input type="checkbox"/> | | | 31282 | Forestry research |
| <input type="checkbox"/> | | | 31291 | Forestry services |
| <input type="checkbox"/> | | 313 | | Fishing |
| <input type="checkbox"/> | | | 31310 | Fishing Policy And Admin. Management |
| <input type="checkbox"/> | | | 31320 | Fishery development |
| <input type="checkbox"/> | | | 31381 | Fishery education/training |
| <input type="checkbox"/> | | | 31382 | Fishery research |
| <input type="checkbox"/> | | | 31391 | Fishery services |
| <input type="checkbox"/> | 32 | | | Industry, Mining and Construction |
| <input type="checkbox"/> | | 321 | | Industry |
| <input type="checkbox"/> | | | 32110 | Industrial Policy And Admin. Mgmt |

| | | | | |
|--------------------------|----|-----|-------|--|
| <input type="checkbox"/> | | | 32120 | Industrial development |
| <input type="checkbox"/> | | | 32130 | Small and medium-sized enterprises (SME) development |
| <input type="checkbox"/> | | | 32140 | Cottage industries and handicraft |
| <input type="checkbox"/> | | | 32161 | Agro-Industries |
| <input type="checkbox"/> | | | 32162 | Forest industries |
| <input type="checkbox"/> | | | 32163 | Textiles - leather & substitutes |
| <input type="checkbox"/> | | | 32164 | Chemicals |
| <input type="checkbox"/> | | | 32165 | Fertilizer plants |
| <input type="checkbox"/> | | | 32166 | Cement/lime/plaster |
| <input type="checkbox"/> | | | 32167 | Energy manufacturing |
| <input type="checkbox"/> | | | 32168 | Pharmaceutical production |
| <input type="checkbox"/> | | | 32169 | Basic metal industries |
| <input type="checkbox"/> | | | 32170 | Non-ferrous metal industries |
| <input type="checkbox"/> | | | 32171 | Engineering |
| <input type="checkbox"/> | | | 32172 | Transport equipment industry |
| <input type="checkbox"/> | | | 32182 | Technological research and development |
| <input type="checkbox"/> | | 322 | | Mineral resources and mining |
| <input type="checkbox"/> | | | 32210 | Mineral/Mining Policy & Admin. Mgmt |
| <input type="checkbox"/> | | | 32220 | Mineral Prospection And Exploration |
| <input type="checkbox"/> | | | 32261 | Coal |
| <input type="checkbox"/> | | | 32262 | Oil and gas |
| <input type="checkbox"/> | | | 32263 | Ferrous metals |
| <input type="checkbox"/> | | | 32264 | Non-ferrous metals |
| <input type="checkbox"/> | | | 32265 | Precious metals/materials |
| <input type="checkbox"/> | | | 32266 | Industrial minerals |
| <input type="checkbox"/> | | | 32267 | Fertilizer minerals |
| <input type="checkbox"/> | | | 32268 | Offshore minerals |
| <input type="checkbox"/> | | 323 | | Construction |
| <input type="checkbox"/> | | | 32310 | Construction Policy And Admin. Mgmt |
| <input type="checkbox"/> | 33 | | | Trade and Tourism |
| <input type="checkbox"/> | | 331 | | Trade policy and regulation |
| <input type="checkbox"/> | | | 33110 | Trade Policy And Admin. Management |
| <input type="checkbox"/> | | | 33120 | Trade facilitation |
| <input type="checkbox"/> | | | 33130 | Regional trade agreements (RTAs) |
| <input type="checkbox"/> | | | 33140 | Multilateral trade negotiation |
| <input type="checkbox"/> | | | 33181 | Trade education & training |
| <input type="checkbox"/> | | 332 | | Tourism |
| <input type="checkbox"/> | | | 33210 | Tourism Policy And Admin. Management |
| <input type="checkbox"/> | 41 | | | General Environment Protection |
| <input type="checkbox"/> | | 410 | | General environmental protection |
| <input type="checkbox"/> | | | 41010 | Environmental Policy And Admin. Mgmt |
| <input type="checkbox"/> | | | 41020 | Biosphere protection |
| <input type="checkbox"/> | | | 41030 | Bio-diversity |
| <input type="checkbox"/> | | | 41040 | Site Preservation |
| <input type="checkbox"/> | | | 41050 | Flood Prevention/Control |
| <input type="checkbox"/> | | | 41081 | Environmental education/training |
| <input type="checkbox"/> | | | 41082 | Environmental research |
| <input type="checkbox"/> | 43 | | | Other multisector |
| <input type="checkbox"/> | | 430 | | Other multisector |
| <input type="checkbox"/> | | | 43010 | Multisector Aid |
| <input type="checkbox"/> | | | 43030 | Urban Development And Management |
| <input type="checkbox"/> | | | 43040 | Rural Development |
| <input type="checkbox"/> | | | 43050 | Non-agricultural alternative development |

| | | | | |
|--------------------------|----|-----|-------|--|
| <input type="checkbox"/> | | | 43081 | Multisector education/training |
| <input type="checkbox"/> | | | 43082 | Research/scientific institutions |
| <input type="checkbox"/> | 51 | | | General budget support |
| <input type="checkbox"/> | | 510 | | General budget support |
| <input type="checkbox"/> | | | 51010 | General budget support |
| <input type="checkbox"/> | 52 | | | Development food aid/food security |
| <input type="checkbox"/> | | 520 | | Development food aid/food security assistance |
| <input type="checkbox"/> | | | 52010 | Food Aid / Food Security Programmes |
| <input type="checkbox"/> | 53 | | | Other commodity assistance |
| <input type="checkbox"/> | | 530 | | Other commodity assistance |
| <input type="checkbox"/> | | | 53030 | Import support (capital goods) |
| <input type="checkbox"/> | | | 53040 | Import support (commodities) |
| <input type="checkbox"/> | 60 | | | Action relating to debt |
| <input type="checkbox"/> | | 600 | | Action relating to debt |
| <input type="checkbox"/> | | | 60010 | Action relating to debt |
| <input type="checkbox"/> | | | 60020 | Debt forgiveness |
| <input type="checkbox"/> | | | 60030 | Relief of multilateral debt |
| <input type="checkbox"/> | | | 60040 | Rescheduling and refinancing |
| <input type="checkbox"/> | | | 60061 | Debt for development swap |
| <input type="checkbox"/> | | | 60062 | Other debt swap |
| <input type="checkbox"/> | | | 60063 | Debt buy-back |
| <input type="checkbox"/> | 72 | | | Emergency and distress relief |
| <input type="checkbox"/> | | 720 | | Emergency and distress relief |
| <input type="checkbox"/> | | | 72010 | Material relief assistance and services |
| <input type="checkbox"/> | | | 72040 | Emergency food aid |
| <input type="checkbox"/> | | | 72050 | Relief coordination; protection and support services |
| <input type="checkbox"/> | 73 | | | Reconstruction relief and rehabilitation |
| <input type="checkbox"/> | | 730 | | Reconstruction relief and rehabilitation |
| <input type="checkbox"/> | | | 73010 | Reconstruction relief and rehabilitation |
| <input type="checkbox"/> | 74 | | | Disaster prevention and preparedness |
| <input type="checkbox"/> | | 740 | | Disaster prevention and preparedness |
| <input type="checkbox"/> | | | 74010 | Disaster prevention and preparedness |
| <input type="checkbox"/> | 91 | | | Administrative costs of donors |
| <input type="checkbox"/> | | 910 | | Administrative costs of donors |
| <input type="checkbox"/> | | | 91010 | Administrative Costs |
| <input type="checkbox"/> | 92 | | | Support to NGO |
| <input type="checkbox"/> | | 920 | | Support to NGO |
| <input type="checkbox"/> | | | 92010 | Support to national NGOs |
| <input type="checkbox"/> | | | 92020 | Support to international NGOs |
| <input type="checkbox"/> | | | 92030 | Support to local and regional NGOs |
| <input type="checkbox"/> | 93 | | | Refugees |
| <input type="checkbox"/> | | 930 | | Refugees (in donor countries) |
| <input type="checkbox"/> | | | 93010 | Refugees (in donor countries) |
| <input type="checkbox"/> | 99 | | | Unallocated/unspecified |
| <input type="checkbox"/> | | 998 | | Unallocated/unspecified |
| <input type="checkbox"/> | | | 99810 | Sectors Not Specified |
| <input type="checkbox"/> | | | 99820 | Promotion of Development Awareness |

3.2.3. Target group(s)

- All
- Child soldiers
- Children (less than 18 years old)
- Community Based Organisation(s)
- Consumers
- Disabled
- Drug consumers
- Educational organisations (school, universities)
- Elderly people
- Illness affected people (Malaria, Tuberculosis, HIV/AIDS)
- Indigenous peoples
- Local authorities
- Migrants
- Non Governmental Organisations
- Prisoners
- Professional category
- Refugees and displaced
- Research organisations/Researchers
- SME/SMI
- Students
- Urban slum dwellers
- Victims of conflicts/catastrophies
- Women
- Young people
- Other (please specify):

3.3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

3.3.1. Experience by sector

| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated Amount (in thousand Euros) in the past 7 years |
|--------|--|---|---|--|
| | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |
| | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |
| | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |

3.3.2. Experience by geographical area

| By Geographical area (country or region) | Year(s) of Experience | Number of Projects in this geographical area in the past 7 years | Estimated Amount (in thousand Euros) invested in this geographical area in the past 7 years |
|--|---|---|--|
| | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |

Indicative list of regions

- Europe EU
- Europe non-EU
- Eastern Europe
- Central America
- South America
- South-East Asia
- North-East Asia
- South Asia
- Central Asia
- Mediterranean
- Gulf Countries
- Eastern Africa
- Central Africa
- Western Africa

| | | | |
|--|---|---|--|
| | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |
| | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+ | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000+ <input type="checkbox"/> Unknown |

- Southern Africa
- Indian Ocean
- Caribbean
- Pacific

Cross-reference of experience by Sector and by Geographical area:

| Sector(s) (as selected in 3.2.1) | Geographical area(s) (country or region, as identified previously) |
|-------------------------------------|--|
| | |
| | |
| | |
| | |
| | |
| | |

3.3.3. Resources

- **Financial data**
Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in thousand Euros

| Year | Turnover or equivalent | Net earnings or equivalent | Total balance sheet or budget | Shareholders' equity or equivalent | Medium and long-term debt | Short-term debt (< 1 year) |
|------|------------------------|----------------------------|-------------------------------|------------------------------------|---------------------------|----------------------------|
| N24 | | | | | | |
| N-1 | | | | | | |
| N-2 | | | | | | |

24 N = previous financial year

- **Financing Source(s)**

Please tick the source(s) of the revenues of your organisation and specify the additional information requested

| Year | Source | Percentage (total for a given year must be equal to 100%) | Number of fee-paying members (only for source = Member's fees) |
|------|--|---|--|
| N | <input type="checkbox"/> EU | | N/A |
| N | <input type="checkbox"/> Member States Public Bodies | | N/A |
| N | <input type="checkbox"/> Third Countries Public Bodies | | N/A |
| N | <input type="checkbox"/> United Nations | | N/A |
| N | <input type="checkbox"/> Other International Organisation(s) | | N/A |
| N | <input type="checkbox"/> Private Sector | | N/A |
| N | <input type="checkbox"/> Member's fees | | |
| N | <input type="checkbox"/> Other (please specify): | | N/A |
| N | Total | 100% | N/A |

| Year | Source | Percentage (total for a given year must be equal to 100%) | Number of fee-paying members (only for source = Member's fees) |
|-------|--|---|--|
| N - 1 | <input type="checkbox"/> EU | | N/A |
| N - 1 | <input type="checkbox"/> Member States Public Bodies | | N/A |
| N - 1 | <input type="checkbox"/> Third Countries Public Bodies | | N/A |
| N - 1 | <input type="checkbox"/> United Nations | | N/A |
| N - 1 | <input type="checkbox"/> Other International Organisation(s) | | N/A |
| N - 1 | <input type="checkbox"/> Private Sector | | N/A |
| N - 1 | <input type="checkbox"/> Member's fees | | |
| N - 1 | <input type="checkbox"/> Other (please specify): | | N/A |
| N - 1 | Total | 100% | N/A |
| N - 2 | <input type="checkbox"/> EU | | N/A |
| N - 2 | <input type="checkbox"/> Member States Public Bodies | | N/A |
| N - 2 | <input type="checkbox"/> Third Countries Public Bodies | | N/A |
| N - 2 | <input type="checkbox"/> United Nations | | N/A |
| N - 2 | <input type="checkbox"/> Other International Organisation(s) | | N/A |
| N - 2 | <input type="checkbox"/> Private Sector | | N/A |
| N - 2 | <input type="checkbox"/> Member's fees | | |
| N - 2 | <input type="checkbox"/> Other (please specify): | | N/A |
| N - 2 | Total | 100% | N/A |

[Furthermore, where the grant requested exceeds EUR 500 000 (EUR 100 000 for an operating grant), please provide the references of the external audit report established by an approved auditor for the last financial year available. This obligation does not apply to international organisations nor to public bodies. To be inserted if the authorising officer, depending on his/her risk assessment, waive the requirement for the following categories: Nor does it apply to secondary and higher education establishments and beneficiaries who have accepted joint and several liabilities in the case of agreements with a number of beneficiaries]

| Year | Name of approved auditor | Period of validity |
|-------|--------------------------|-------------------------------|
| N | | From dd/mm/yyyy to dd/mm/yyyy |
| N – 1 | | From dd/mm/yyyy to dd/mm/yyyy |
| N – 2 | | From dd/mm/yyyy to dd/mm/yyyy |

- **Number of staff (full-time equivalent)**
please tick one option for each type of staff

| Type of staff | Paid | Unpaid |
|---|--|--|
| HQ Staff: recruited and based in Headquarters (located in Developed Country) | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A |
| Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A |
| Local staff: recruited and based in Developing Country | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A | <input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A |

3.4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION

| Name | Profession | Function | Country of Nationality | On the board since |
|------|------------|----------|------------------------|--------------------|
| Mr | | | | |
| Ms | | | | |

4 PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

4.1. DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

| | Partner 1 |
|--|-----------|
| EuropeAid ID number²⁵ | |
| Full legal name | |
| Where the European Commission is the Contracting Authority : All Partners must encode this information under their PADOR registration. It is not necessary to complete this in the paper version. See also section 2.1 of the guidelines for applicants. | |
| Date of Registration | |
| Place of Registration | |
| Legal status²⁶ | |
| Official address of Registration²⁷ | |
| Country of Registration²⁸/ Nationality ²⁹ | |
| Contact person | |
| Telephone number: country code + city code + number | |
| Fax number: country code + city code + number | |
| E-mail address | |
| Number of employees | |
| Other relevant resources | |
| Experience of similar | |

²⁵ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/work/europeaid/onlineservices/pador/index_en.htm

²⁶ E.g. non profit making, governmental body, international organisation

²⁷ If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

²⁸ For organisations

²⁹ For individuals

| | |
|--|--|
| actions, in relation to the role in the implementation of the proposed action | |
| History of cooperation with the applicant | |
| Role and involvement in preparing the proposed action | |
| Role and involvement in implementing the proposed action | |

Important: This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

4.2. PARTNERSHIP STATEMENT

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the <indicate the name of the Contracting Authority> (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
3. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
6. Where the Beneficiary does not have its headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

| | |
|-----------------|--|
| Name: | |
| Organisation: | |
| Position: | |
| Signature: | |
| Date and place: | |

5 ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

| | Associate 1 |
|--|-------------|
| Full legal name | |
| EuropeAid ID number³⁰ | |
| Country of Registration | |
| Legal status³¹ | |
| Official address | |
| Contact person | |
| Telephone number: country code + city code + number | |
| Fax number: country code + city code + number | |
| E-mail address | |
| Number of employees | |
| Other relevant resources | |
| Experience of similar actions, in relation to role in the implementation of the proposed action | |
| History of cooperation with the applicant | |
| Role and involvement in preparing the proposed action | |
| Role and involvement in implementing the proposed action | |

³⁰ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

³¹ E.g. non profit making, governmental body, international organisation

6 CHECKLIST FOR THE FULL APPLICATION FORM

<PUBLICATION REFERENCE + TITLE OF THE CALL + BUDGET LINE>

| | |
|---|--|
| ADMINISTRATIVE DATA | To be filled in by the applicant |
| Name of the Applicant | |
| EuropeAid ID number | |
| Nationality³²/Country³³ and date of registration | |
| Legal Entity File number³⁴ | |
| Legal status³⁵ | |
| Partner 1 | Name/EuropeAid ID number: Nationality/Country of registration: Legal status: |
| Partner 2 NB: Add as many rows as partners | Name/EuropeAid ID number: Nationality/Country of registration: Legal status: |

³² For individuals

³³ For organisations

³⁴ If the applicant has already signed a contract with the European Commission

³⁵ E.g. non profit making, governmental body, international organisation...

| BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING POINTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA: | To be filled in by the applicant | |
|---|----------------------------------|----|
| Title of the Proposal: <indicate the title> | Yes | No |
| PART 1 (ADMINISTRATIVE) | | |
| 1. The correct grant application form, published for this call for proposals, has been used | | |
| 2. The Declaration by the applicant has been filled in and has been signed | | |
| 3. The proposal is typed and is <in English, French, Portuguese or in Spanish> Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place. | | |
| 4. One original and <X copy(ies)> are included | | |
| 5. An electronic version of the proposal (CD-Rom) is enclosed | | |
| 6. Each partner has completed and signed a partnership statement and the statements are included. [if partnership is not mandatory: <Please indicate “Not applicable” (NA) if you have no partner>] | | |
| 7. The budget is presented in the format requested, is expressed <in €/national currency> and is enclosed | | |
| 8. The logical framework has been completed and is enclosed | | |
| PART 2 (ELIGIBILITY) | | |
| 9. The duration of the action is between <X months> and <X months> (the minimum and maximum allowed) | | |
| 10. The requested contribution is between <X EURO/other currency> and <X EURO/other currency> (the minimum and maximum allowed) | | |
| 11. The requested contribution is between <X %> and <X %> of the estimated total eligible costs (minimum and maximum percentage allowed) | | |
| [12. If applicable, the requested contribution is between <X %> and <X %> of the estimated total accepted costs (minimum and maximum percentage allowed)] | | |

7 DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any partners in the proposed action, hereby declares that

- the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;
- the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;
- the applicant is directly responsible for the preparation, management and implementation of the action with its partners, if any, and is not acting as an intermediary;
- the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm). Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;
- the applicant and each partner (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants.;
- the applicant and each partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;
- if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);
- the applicant and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the last 12 months:

- <list only actions in the same field as this proposal>

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

| | |
|------------------|--|
| Name | |
| Signature | |
| Position | |
| Date | |

8 ASSESSMENT GRID OF THE FULL APPLICATION FORM

(TO BE USED BY THE CONTRACTING AUTHORITY)

| | YES | NO |
|---|-----|----|
| For restricted procedures: STEP 1: OPENING & ADMINISTRATIVE CHECK | | |
| 1. The submission deadline has been respected | | |
| 2. The checklist of the Application form has been duly completed.. | | |
| DECISION : | | |
| A. The Committee has decided to evaluate the full application form after having passed the administrative check. | | |
| The administrative verification has been conducted by: Date: | | |
| | | |
| | | |
| | | |
| STEP (1 or 2): EVALUATION OF THE FULL APPLICATION FORM | | |
| DECISION : | | |
| A. The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope. | | |
| B. The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals | | |
| The evaluation of the proposal has been conducted by: Date: | | |
| STEP (2 OR 3): ELIGIBILITY VERIFICATION | | |
| 3. The checklist of the Application form has been duly completed.. | | |
| 4. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any) | | |
| a. The applicant's statutes | | |
| b. The statutes or articles of association of <u>all partners</u> | | |
| c. The applicant's external audit report (if applicable) | | |
| <to be inserted when the Contracting Authority is the European Commission> d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested. | | |
| <to be inserted when the Contracting Authority is the European Commission> e. A Financial Identification form (see annex E of the Guidelines for Applicants). | | |
| f. Copy of the applicant's latest accounts. | | |
| The assessment of the eligibility has been conducted by: Date: | | |
| DECISION: | | |
| The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines for Applicants. | | |

