



European Agency for Reconstruction

European Integration Fund

Grant Application Form

Budget line: 03SER01/03/006

Name of applicant:	
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Dossier No	
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(for official use only)

NOTICE

Please read and complete this form with all due care. Omissions cannot be rectified; if any information or document is missing, your application will be rejected.

I. THE ACTION

1. Description

1.1 Title

1.2 Location(s)

Country(ies), region(s), town(s)

1.3 Amount requested from European Agency for Reconstruction

Total eligible cost of the action	Amount requested from EAR	% of total cost of action
< EUR >	< EUR >	%

Where the financing in full of the action by European Agency for Reconstruction is allowed by the Guidelines for Applicants, justify your request to benefit from such financing in full, by showing that it is essential to carry out the action.

1.4 Summary

Maximum 10 lines (include information on (a) the aim of the action, (b) the target group(s) and (c) the main activities). Where applicable, clearly indicate the sector, theme, or geographical area specified in the call for proposals to which the proposed action would apply.

1.5 Objectives

Maximum 1 page. Describe the overall objective(s) and the specific objective of the action.

1.6 Justification

Maximum 3 pages. Provide the following information:

- (a) relevance of the action to the objectives of the programme
- (b) relevance of the action to the priorities of the programme
- (c) identification of perceived needs and constraints in the target countries
- (d) list of target groups and estimated number of direct and indirect beneficiaries
- (e) reasons for the selection of the target groups and activities

- (f) relevance of the action to the target groups

1.7 Detailed description of activities

Maximum 9 pages. Include the title and a detailed description of each activity to be undertaken to produce the results, specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not be confused with the plan of action (see 1.9).

1.8 Methodology

Maximum 4 pages. Detailed description of:

- (a) methods of implementation
- (b) reasons for the proposed methodology
- (c) how the action is intended to build on a previous action (where applicable)
- (d) procedures for internal evaluation
- (e) level of involvement and activity of other organisations (partners or others) in the action
- (f) reasons for the role of each partner
- (g) team proposed for implementation of the action (*by function: there is no need to include the names of individuals here*)

1.9 Duration and action plan

- The duration of the action will be ___ months.

Note: The indicative action plan must not mention real dates, but must simply show "month 1", "month 2", etc. Applicants are recommended to leave a certain amount of slack in the timetable of their action plan as a precaution. The action plan should include the titles of activities (please ensure that these match the titles listed in section 1.7) as well as sufficient information giving an overview of the preparation and implementation of each activity.

Any months without activities must be included in the action plan and the duration of the action. The action plan must be drawn up using the following format:

Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
<i>Example</i>	<i>example</i>												<i>Example</i>
Preparation Activity 1(title)													Local partner 1
Execution Activity 1(title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

2. Expected results

2.1 Expected impact on target groups

Maximum 2 pages. Indicate how the action will improve:

- (a) the situation of target groups
- (b) the technical and management capacities of target groups or partners (where applicable)

2.2 Publications and other outputs

Maximum 1 page. Be specific and quantify outputs as much as possible.

2.3 Multiplier effects

Maximum 1 page. Describe the possibilities for replication and extension of the action outcomes.

2.4 Short- and long-term impact

Maximum 3 pages. Please distinguish between the following three dimensions of the short and long-term impact:

- (a) The financial aspect (*how will activities be financed when the grant ends?*)
- (b) Institutional level (*Will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of action outcomes?*)

- (c) Policy level (*What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc?*)

3. Budget for the action

Fill in Annex B (worksheet 1) for the total duration of the action. For further information see the Guidelines for grant applicants (Section 2.1.4).

4. Expected sources of funding

Fill in Annex B (worksheet 2) to provide information on the expected sources of funding for the action.

To switch between Worksheets, click on the tab at the bottom of the screen.

II. THE APPLICANT

1. Identity

Full legal name (business name):	
Acronym (where applicable)	
Legal status ¹	
VAT registration number (where applicable):	
Official address	
Postal address	
Contact person	
Telephone number	
Fax number	
E-mail	
Internet site	

2. Bank details

The bank must be located in the country where the applicant is registered.

Account name	
Account number	
Sort code	
SWIFT code (optional)	
Bank name	
Address of bank	
Name of signatory/ies	
Position of signatory/ies	

NB: Before the grant contract is signed, the applicants selected will have to supply a financial identification form using the model in Annex V to the contract, certified by the bank named above.

¹ e.g. state whether the applicant is a for-profit or not-for-profit organisation.

Correspondent bank (where relevant)

Account name	
Account number	
Sort code	
SWIFT,IBANcode,etc (additional banking info)	
Bank name	
Address of bank	

3. Description of applicant (one page maximum)

3.1 When was your organisation founded and when did it start its activities?

3.2. What are the main activities of your organisation at present?

3.3. List of the management board / committee of your organisation

Name	Profession	Sex	Position	Years on the board
		F / M		
		F / M		

4. Capacity to manage and implement actions

4.1. Experience of similar actions

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past five years in the fields covered by this programme, taking care to identify for each action:

- (a) the object and location of the action
- (b) the results of the action
- (c) your organisation's role (lead manager or partner) and its degree of involvement in the action
- (d) the cost of the action
- (e) donors to the action (name, address and e-mail, telephone number, amount contributed)

This information will be used to assess whether you have sufficient experience of managing actions in the same sector of a comparable scale to the one for which you are requesting a grant.

4.2 Resources

Maximum 3 pages. Please provide a detailed description of the various resources which your organisation has access to, and in particular, of the following:

- (a) annual income over the last three years, mentioning where applicable for each year, the names of the main financial backers and the proportion of annual income each has contributed
- (b) the number of full-time and part-time staff by category (e.g. *number of project managers, accountants, etc*), indicating their place of employment
- (c) equipment and offices
- (d) other relevant resources (e.g. *volunteers, associated organisations, networks that might also contribute to implementation*).

This information will be used to assess whether you have sufficient resources to implement an action of the scale of the one for which you are requesting a grant.

5. Other applications made to European Institutions, the European Development Fund (EDF) and EU Member States

5.1 Grants, contracts and loans obtained over the last three years from European Institutions, the EDF and EU Member States

Action title and reference number	EC budget line, EDF or other source	Amount (EUR)	Date obtained

5.2 Grant applications submitted (or about to be submitted) to European Institutions, the EDF and EU Member States in the current year:

Action title and reference number	EC budget line, EDF or other source	Amount (EUR)

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

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	Partner 2
Full legal name (business name)		
Nationality		
Legal status		
Official address		
Contact person		
Telephone number		
Fax 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		

Important: This application form must be accompanied by a signed and dated partnership statement from the main applicant and from every partner, in accordance with the model provided on the next page.

2. Partnership statement²

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the European Movement in Serbia. To ensure that the action runs smoothly, the European Movement in Serbia requires all partners (including the lead applicant that signs the contract) to acknowledge this by agreeing to the principles of good partnership practice set out below.

Principles of Good Partnership Practice

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 European Movement in Serbia – European Integration Fund
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 European Agency for Reconstruction and represent them in all dealings with the European Agency for Reconstruction and the European Movement in Serbia-European Integration Fund 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 European Movement in Serbia – European Integration Fund
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the European Movement in Serbia – European Integration Fund. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the European Movement in Serbia – European Integration Fund
6. Before the end of the action, the partners must agree on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners situated in the target countries. Copies of the transfer titles must be attached to the final report.

Statement of partnership

We have read and approved the contents of the proposal submitted to the European Movement in Serbia- European Integration Fund. We undertake to comply with the principles of good partnership practice.

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

² To be provided by the applicant and each partner in all cases where there is a partner in addition to the applicant.

IV DECLARATION BY THE APPLICANT

I, the undersigned, being the person responsible in the applicant organisation for the action, certify that:

(a) the information given in this application is correct; and

(b) the applicant and its partners (where applicable) do not fall into any of the categories (a) to (f) listed in section 2.1.1(2) of the Guidelines for Applicants; and

(c) the applicant has the sources of financing and professional competence and qualifications specified in section 2.3(3) of the Guidelines for Applicants.

Name:	
Position:	
Signature:	
Date and place:	

Checklist

Before dispatching your application, please check that it is complete (see Notice on page 1) and specifically that:

The application form

- the dossier is complete and complies with the application form's requirements
- one original and 2 copies of all documents are annexed
- an electronic copy of the file is enclosed where required
- the dossier is typed and is in English language
- the declaration by the applicant (Section IV) is signed and attached
- if there are partners, the applicant has completed and signed a partnership statement, also included
- each partner has completed and signed a partnership statement and the statements are included
- the budget and the expected sources of funding are presented in the format of the application form (Annex B), completed and drawn up in Euro.
- in the budget the European Agency for Reconstruction's contribution is identified and is a maximum of 90% of the total eligible costs of the action
- in the budget, overheads do not exceed 7% of direct eligible costs
- the logical framework for the project has been completed where required(Annex C)

Supporting documents

- the applicant's statutes or articles of association are included
- the most recent annual report of the applicant is annexed
- the most recent accounts of the applicant are annexed (profit and loss account and balance sheet for the last financial year for which the accounts have been closed)
- the statutes or articles of association of all partners are annexed
- Letter of endorsement of publishers or newspapers attesting the readiness to publish articles, publications or brochures, as well as information containing the volume of the edition and the territory coverage are annexed.
- Invitation/Application Letter for the participation at the conference, workshop, and seminar is enclosed, where applicable
- Letter of recommendation from the institution whose member(s) is proposed to participate in seminars, workshops, conferences as well as their CVs of the potential participants
- The originals of the supporting documents required or, failing this, photocopies certified by an approved independent agency and, where such documents are in a language other than the language(s) of the call for proposals, reliable translations are annexed.