

This Programme is funded by the European Union

**Contracting authority: Central Finance and Contracts Unit**

**Grant Scheme for Türkiye-EU Business Dialogue II (TEBD II)**

**Grant Application Form – Part B**

Budget line: 15.02 01 01.01

Reference:TR2021/W1T7/A02/OT02-2

EuropeAid/179766/ID/ACT/TR

Deadline for submission of full applications: **06.08.2024**

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: | <specify country(ies), region(s), area(s) or town(s) that will benefit from the action> |
| Name of the lead applicant |  |
| Nationality of the lead applicant[[1]](#footnote-1) |  |

|  |  |
| --- | --- |
| Dossier No | TEBD-II/ |
| (for official use only) | |

|  |  |
| --- | --- |
| EuropeAid ID[[2]](#footnote-2) |  |
| Ongoing contract/legal entity file number (if available)[[3]](#footnote-3) |  |
| Legal status[[4]](#footnote-4) |  |
| Co-applicant [[5]](#footnote-5) | <Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant > |
| Affiliated entity[[6]](#footnote-6) | <Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant or co-applicant> |

|  |  |
| --- | --- |
| Lead 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 lead applicant:** |  |

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

**NOTICE**

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The call for proposals and the grant contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

In cases where you are processing personal data in the context of participation to a call for proposals (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above mentioned privacy statement to them.

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# Part B. Full Application Form[[7]](#footnote-7)

**To be completed only by applicants who receive an invitation to submit a full application (at the time of the invitation)**

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

## General information

|  |  |
| --- | --- |
| **Reference of the call for proposals** | EuropeAid/179766/ID/ACT/TR |
| **Title of the call for proposals** | Grant Scheme for Türkiye-EU Business Dialogue II (TEBD II) |
| **Name of the lead applicant** |  |
| **Number of the proposal**[[8]](#footnote-8) | TEBD-II/… |
| **Title of the action** |  |
| **Location of the action** | **<**specify country(ies), region(s) that will benefit from the action> |
| **Duration of the action** |  |

## The action

### 2.1. Description of the action

#### 2.1.1. Description (max 13 pages)

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective/impact and specific objective(s)/outcome(s), as well as to the possible intermediary outcomes and outputs.

* Briefly outline the relevance of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication).
* Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants and affiliated entities.
* Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)[[9]](#footnote-9) and finally the outcome(s) to the expected impact[[10]](#footnote-10), making explicit the main assumptions and risks along this chain of results.
* Identify and describe in detail each activity (or work package) to be undertaken to produce outputs, justifying the choice of activities and specifying the role of each co-applicant and affiliated entity (and associates or contractors or recipients of financial support where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. List any publications proposed.
* If financial support is allowed by the guidelines for applicants, applicants wishing to give financial support to third parties must define, in line with the conditions set by the guidelines for applicants the objectives (overall/impact and specific/outcome) and outputs to be obtained with financial support, the different types of activities eligible for financial support, on the basis of a fixed list, the types of entity eligible or categories of persons which may receive financial support, the criteria for selecting these entities and giving the financial support, the criteria for determining the exact amount of financial support for each third entity, and the maximum amount which may be given. With reference to Section 2.4 of PRAG, the beneficiary of the grant contract shall be responsible for the respect of the EU restrictive measures in case of financial support to third entities.
* Indicate the main studies conducted in view of defining the scope of the action.
* Describe/highlight eventual changes of the information provided in the concept note.

#### 2.1.2. Implementation approach (max 5 pages)

Describe in detail:

* the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
* where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions- highlighting and recommendations of any evaluations 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 potential synergies with other initiatives, in particular by the European Union);
* 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 role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
* the planned monitoring arrangements and subsequent follow up;
* the planned internal/external evaluation processes (*an evaluation should be foreseen for actions above EUR 500 000, and is highly recommended for actions below this amount*);
* the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding.

#### 2.1.3. Indicative action plan for implementing the action (max 4 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

It is recommended to base the estimated duration of each activity and the 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 match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. 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 proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the special conditions of the grant contract).

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | | |
|  | Half-year 1 | | | | | | | Half-year 2 | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | lead applicant and/or co-applicant and/or affiliated entity |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | lead applicant and/or co-applicant and/or affiliated entity |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | lead applicant and/or co-applicant and/or affiliated entity |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For the following years: | | | | |
| Activity | Half-year 3 | 4 | 5 | Implementing body |
| Example | Example |  |  | Example |
| Execution Activity 1 (title) |  |  |  | lead applicant and/or co-applicant and/or affiliated entity |
| Execution Activity 2 (title) |  |  |  | lead applicant and/or co-applicant and/or affiliated entity |
| Preparation Activity 3 (title) |  |  |  | lead applicant and/or co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |

#### 2.1.4. Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

* Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with 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.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. 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 the results of theaction.

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

d. Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

* Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

#### 2.1.5. Logical framework

Please fill in Annex C[[11]](#footnote-11) to the guidelines for applicants (also available as annex E3d).

#### 2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding

Fill in Annex B to the guidelines for applicants to provide information on:

* the budget of the action (worksheet 1), for the total duration of the action and for its first 12 months;
* justification of the budget (worksheet 2), for the total duration of the action, and
* amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.3 and 2.2.5).

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in EUR.

#### 2.1.7. PADOR registration form

Lead applicants, co-applicants and affiliated entities must submit the PADOR registration form (Annex F) attached to the guidelines at the time of submitting the full application.

### 2.2. Lead applicant’s experience

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.

1. For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[12]](#footnote-12) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[13]](#footnote-13) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

### 2.3. Co-applicant(s)'s experience

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.

1. For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[14]](#footnote-14) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[15]](#footnote-15) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

### Affiliated entity(ies) experience (if applicable)

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.

1. For similar actions

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[16]](#footnote-16) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[17]](#footnote-17) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

## The Lead applicant[[18]](#footnote-18)

|  |  |
| --- | --- |
| **EuropeAid ID number**[[19]](#footnote-19) |  |
| **Name of the organisation** |  |

### Identity

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number**[[20]](#footnote-20) |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration**[[21]](#footnote-21)**/ Nationality** [[22]](#footnote-22) |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |

**The contracting authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

## The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

|  |  |
| --- | --- |
|  | Co-applicant no.1 |
| **EuropeAid ID number[[23]](#footnote-23)** |  |
| **Name of the organisation** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number[[24]](#footnote-24)** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration[[25]](#footnote-25)/ Nationality[[26]](#footnote-26)** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No. □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity:   (please specify its EuropeAid ID:…………………………)  **□** Yes, controlled entity(ies)  **□** Yes, family organisation / network entity[[27]](#footnote-27)  **□** No, independent |
| **History of cooperation with the lead applicant** |  |

**Mandate (for co-applicant(s))**

**Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.**

The co-applicant authorise the lead applicant <indicate the name of the lead applicant> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) with Central Finance and Contracts Unit (‘contracting authority’), as well as, to represent the co-applicant in all matters concerning this grant contract.

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: |  |

## Affiliated Entity(ies) participating in the action

### Description of the affiliated entity(ies)

This section must be completed for each affiliated entity within the meaning of Section 2.1.1. of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each affiliated entity.

|  |  |
| --- | --- |
|  | Affiliated entity no.1 |
| **EuropeAid ID number**[[28]](#footnote-28) |  |
| **Full legal name** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **If fulfilling the criteria and conditions to be considered as affiliated entity(ies)[[29]](#footnote-29) specify to which entity you are affiliated (lead applicant/co-applicant) detailing the specific nature of the affiliation (i.e. parent entity,**  **family organisation / network entity, etc) and, if any, its EuropeAid ID** |  |
| **Official address of** **registration**[[30]](#footnote-30) |  |
| **Country of registration**[[31]](#footnote-31)/ **Nationality** [[32]](#footnote-32) |  |
| **Contact person** |  |
| **Telephone number**: country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **History of cooperation with the lead applicant/co-applicant** |  |
| **Category (refer to Section 3.2.1)** |  |
| **Sector(s) (refer to Section 3.2.2)** |  |
| **Target group(s) (refer to Section 3.2.3.3)** |  |

### Affiliated entity(ies)'s statement

**Important: This application form must be accompanied by a signed and dated affiliated entities' statement from each affiliated entity, in accordance with the template provided below.**

To ensure that the action runs smoothly, the Central Finance and Contracts Unit (contracting authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

1. All affiliated entity(ies) must have read the guidelines for applicants and grant application form and understood their role in the action before the application is submitted to the contracting authority.
2. All affiliated entity(ies) 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 organisation to which they are affiliated to sign the contract on their behalf with the contracting authority and represent them in all dealings with the contracting authority in the context of the action’s implementation.
3. The affiliated entity(ies) must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the contracting authority.
5. Proposals for substantial changes to the action (e.g. changes in activities that could affect the basic purpose of the action, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the contracting authority.

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: |  |

## Associates participating in the action

This section must be completed for each associated organisation within the meaning of Section 2.1.3. of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

|  |  |
| --- | --- |
|  | Associate <number> |
| **Full legal name** |  |
| **EuropeAid ID number**[[33]](#footnote-33) |  |
| **Country of registration** |  |
| **Legal status**[[34]](#footnote-34) |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar actions, in relation to role in the implementation of the proposed action** |  |
| **History of cooperation with the applicants** |  |
| **Role and involvement in preparing the proposed action** |  |
| **Role and involvement in implementing the proposed action** |  |

## Checklist – full application form – for self-guidance

**TR2021/W1T7/A02/OT02-2- Grant Scheme for Türkiye-EU Business Dialogue II (TEBD II) -15.02 01 01.01**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **EuropeAid ID number** |  |
| **Nationality**[[35]](#footnote-35)**/country and date of registration**[[36]](#footnote-36) |  |
| **Legal entity file number**[[37]](#footnote-37) |  |
| **Legal status**[[38]](#footnote-38) |  |
| **Co-applicant[[39]](#footnote-39)** |  |
| **Name of the co-applicant** |  |
| **EuropeAid ID number** |  |
| **Nationality/country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |
| **Affiliated entity[[40]](#footnote-40)** |  |
| **Name of the affiliated-entity** |  |
| **EuropeAid ID number** |  |
| **Nationality/country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (lead applicant and/or the co-applicant).**  **Specify the kind of affiliation you have with that entity.** |  |

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal: <**indicate the title> | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The correct grant application form has been used.** |  |  |
| **2. The declaration by the lead applicant has been filled in and signed.** |  |  |
| **3. The proposal is typed and is in English.** |  |  |
| **4. One original and 2 copies are included** |  |  |
| **5. An electronic version of the proposal is enclosed** |  |  |
| **6. Each co-applicant has completed and signed the mandate and the mandate is included.** |  |  |
| **7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. Please write ‘Not applicable’ (NA) if you have no affiliated entity(ies)** |  |  |
| **8. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.** |  |  |
| **9. The logical framework has been completed and is enclosed.** |  |  |
| **10. PADOR registration form has been completed and the following supporting documents are enclosed:**  **-**  **The statutes or articles of association of the lead applicant, of each co-applicant (if any) and of each affiliated entity (if any) (where applicable);**  **- The legal entity form duly completed and signed by each of the applicants;**  **- The financial identification form of the lead applicant;**  **- The copy of the lead applicant’s latest accounts (where applicable).** |  |  |
| **PART 2 (ELIGIBILITY)**  **11. The action will be implemented in Türkiye and/or EU Member States.** |  |  |
| **12. The duration of the action is between 12 months and 15 months (the minimum and maximum allowed).** |  |  |
| **13. The requested EU contribution is between 100.000 EUR and 150.000 EUR (the minimum and maximum allowed).** |  |  |
| **14. The requested EU contribution is between the minimum and maximum percentages allowed:**   * **50 % and 90% of the total eligible costs of the action: If the lead applicant received a grant as a “lead applicant” or “co-applicant” during the TEBD-I Grant Scheme.** * **50 % and 95% of the total estimated eligible costs of the action: If the lead applicant did not receive a grant during the TEBD-I Grant Scheme.** |  |  |
| **15. The amount of financing requested on the basis of result based simplified cost options is supported by appropriate justification in the "justification sheet" of the Budget.** |  |  |
| **16. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.** |  |  |
| **17. Elements (co-applicant(s), affiliated entity(ies) (if any), associate(s) (if any), priority area(s), specific objective(s) and expected result(s)) stated in the concept note has not been changed.** |  |  |

## Declaration by the Lead Applicant (Full Application)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* the lead applicant, the co-applicant(s) and the affiliated entities must fill in and sign the declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address:<https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules>. Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity (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 lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G);

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

<list source and amount and indicate status (i.e. applied for or awarded)>

The lead 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.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

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

## Assessment grid for the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** | |
| **opening &administrative check** | |  | |  | |
| 1. The submission deadline has been met. | |  | |  | |
| 2. The full application satisfies all the criteria specified in the checklist in Section 7 of Part B. | |  | |  | |
| **DECISION:**  The committee has decided to evaluate the full application, which passed the administrative checks. | |  | |  | |
| Administrative compliance has been checked by:  Date: | | | | | |
| **evaluation of the full application** | |  | |  | |
| **decision:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking. | |  | |  | |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking | |  | |  | |
| The proposal has been evaluated by:  Date: | | | | | |
| **eligibility verification** |  | |  | |
| 3. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines. |  | |  | |
| 4. The co-applicant(s) satisfy the eligibility criteria in Section 2.1.1. of the guidelines. |  | |  | |
| 5. The affiliated entity(ies), if any, satisfy the eligibility criteria in Section 2.1.1. of the guidelines. |  | |  | |
| 6. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.4) |  | |  | |
| a. The decision of the lead applicant’s, of each co-applicant’s and of each affiliated entity’s (if any) managing bodies to implement the project with a nomination of the person(s) empowered to represent and sign |  | |  | |
| b. Notarized sample of signature(s) for representative(s) empowered to represent and sign for the lead applicant, each co-applicant and each affiliated entity (if any). |  | |  | |
| c. Evidence on the fulfilment (including restructuring etc.) of obligations related to social security contributions |  | |  | |
| d. Evidence on the fulfilment (including restructuring etc.) of fiscal/tax obligations |  | |  | |
| e. Authorization or other licenses are necessary for the implementation of the project, if required by the Law |  | |  | |
| f. Declaration on honour. |  | |  | |
| g. Self-evaluation questionnaire on SEA-H. |  | |  | |
| Eligibility has been assessed by:  Date: | | | | |
| **decision:**  The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  | |  | |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call. [↑](#footnote-ref-1)
2. To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit.

   <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)> [↑](#footnote-ref-2)
3. If a lead applicant has already signed a contract with the European Commission and/or has been informed of the legal entity file number. If not, write ‘N/A’. [↑](#footnote-ref-3)
4. E.g. non-profit, governmental body, international organisation. [↑](#footnote-ref-4)
5. Use one row for each co-applicant. [↑](#footnote-ref-5)
6. Use one row for each affiliated entity. [↑](#footnote-ref-6)
7. The full application is composed of this full application form, the budget (Annex B), the logical framework (Annex C) and PADOR registration form (Annex F). [↑](#footnote-ref-7)
8. For restricted procedures only: when the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-8)
9. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s). [↑](#footnote-ref-9)
10. The impact is the long-term expected effect of the action fulfilling the overall objective. [↑](#footnote-ref-10)
11. Explanations can be found at the following address:

    <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesE(Ch.6):Grants>. [↑](#footnote-ref-11)
12. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-12)
13. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-13)
14. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-14)
15. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-15)
16. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-16)
17. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-17)
18. Remember to submit filled in organisation data forms (Annex F) for the lead applicant, each co-applicant and each affiliated entity together with the full application form. [↑](#footnote-ref-18)
19. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)>

    This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-19)
20. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-20)
21. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location). [↑](#footnote-ref-21)
22. For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location). [↑](#footnote-ref-22)
23. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit<https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)>. This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-23)
24. If the co-applicant has already signed a contract with the European Commission. [↑](#footnote-ref-24)
25. For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-25)
26. For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location). [↑](#footnote-ref-26)
27. [↑](#footnote-ref-27)
28. This number is available to an organisation which registers its data in PADOR. For more information and to register, please <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)>.

    This information does not need to be provided in case of calls where the European Commission is not the contracting authority. [↑](#footnote-ref-28)
29. As described in Section 2.1.1. of the guidelines for applicants. [↑](#footnote-ref-29)
30. If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location. [↑](#footnote-ref-30)
31. For organisations. [↑](#footnote-ref-31)
32. For individuals. [↑](#footnote-ref-32)
33. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)>. [↑](#footnote-ref-33)
34. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-34)
35. For individuals. [↑](#footnote-ref-35)
36. For organisations. [↑](#footnote-ref-36)
37. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-37)
38. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-38)
39. Add as many rows as co-applicant(s). [↑](#footnote-ref-39)
40. Add as many rows as affiliated entities. [↑](#footnote-ref-40)