



Contracting authority: The Government of Zambia, represented by the National Authorising Office (NAO) of the European Development Fund

Support to Zambia Energy Sector: Increased Access to Electricity and Renewable Energy Production (IAEREP) – Second Call

Grant application form

Budget line: ZM/FED/2016/037-933

11th European Development Fund

Reference: **EuropeAid/180700/IH/ACT/ZM**

Deadline for submission of

concept notes on **11th April 2024** at 16:00 hours CAT (Zambian time)

full applications on **2nd August 2024** at 16:00 hours CAT (Zambian time)

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	

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.

Dossier No	
------------	--

(for official use only)

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

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\(online\)registration](https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(online)registration)

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'.

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

⁵ Use one row for each co-applicant.

⁶ Use one row for each affiliated entity.

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

The following section is to be included in direct management

[If processing your reply to the call for proposals involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed⁷ solely for the purposes of the management and monitoring of the calls for proposals and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as the contract relates to an external action in Partner Countries outside the EU and as the EU, represented by the European Commission, is acting as contracting authority on behalf and for the benefit of the Partner Countries, transmission of personal data may occur to the Partner Country, solely for the purpose of complying with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country with regard to this grant award procedure. Details concerning processing of your personal data are available on the privacy statement at

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)⁸

In cases where you are processing personal data in the context of participation to a grant award procedure (e.g. contact details of legal representatives of co-applicants, CVs) and/or of the implementation of a contract you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them.

[For DG INTPA The controller of call for proposals is the head of legal affairs unit of DG International Partnerships]

[For DG NEAR The controller of call for tenders is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations] [For any other DG The controller of your call for proposals is <please add the function of your controller >.]

The following section is to be included in indirect management

[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

⁷ Pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 205 of 21.11.2018, p. 39.

⁸ This link will lead you to the "EuropeAid privacy statement" published in the Practical Guide General Annexes (see Annexe A13).

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

[For DG INTPA the head of legal affairs unit of DG International Partnerships.]

[For DG NEAR the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations]

[For any other DG <please add the function of your controller >.]

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](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 A. CONCEPT NOTE

1. INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that if this is a restricted call, only the concept note shall be submitted in the first stage (not the full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

- includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
- includes the table of the summary of the action (without any limitation of size);
- includes the description of the action (not exceeding 2 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

1.1. Summary of the action

Please complete the table below.

Objectives of the action	<Overall objective (<i>i.e. Impact</i>)> <Specific objective(s) (<i>i.e. Outcome(s)</i>)>
Target group(s) ⁹	
Final beneficiaries ¹⁰	
Expected outputs	
Main activities	

1.2. Description of the action (max 2 pages)

Please provide all the following information:

- i. Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis).
- ii. Explain the objectives of the action given in the table in Section 1.1.
- iii. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- iv. Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.

⁹ 'Target groups' are the groups/entities who will directly benefit from the action at the action purpose level.

¹⁰ 'Final beneficiaries' are those who will benefit from the action in the long term at the level of the society or sector at large.

- v. Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters.
- vi. Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights¹¹, gender equality¹², democracy, good governance, , support to youth, children’s rights and indigenous peoples, environmental sustainability¹³ and combating HIV/AIDS (if there is a strong prevalence in the target country/region).
- vii. Outline the broad timeframe of the action and describe any specific factor taken into account.

1.3. Relevance of the action (max 3 pages)

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

Please provide all the following information:

- i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
- ii. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
- iii. Describe which of the expected results¹⁴ referred to in the guidelines for applicants will be addressed.

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

Please provide **all** the following information:

- i. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
- ii. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
- iii. Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.
- iv. Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.
- v. Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.
- vi. Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others).

[NB: In exceptional cases where it is impossible to involve national organisations¹⁵ from the target country because of the particular situation in that country, the lead applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the concept note.]

¹¹ Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at <https://europa.eu/capacity4dev/disability-and-development-network/dashboard>.

¹² See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>.

¹³ See Guidelines for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0>

¹⁴ As per Guidelines for grant applicants, and in line with OECD DAC definition, the term ‘results’ includes ‘impact’ (overall objective), ‘outcome(s)’ (specific objective(s)) and ‘output(s).

¹⁵ See footnote 2.

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

Please provide all the following information:

- i. Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
- ii. Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.
- iii. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
- iv. Explain any participatory process ensuring participation by the target groups and final beneficiaries.

1.3.4. Particular added-value elements

Indicate any specific added-value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice.

1.4. Lead applicant, (co-applicants and affiliated entities, if any)

Name of the lead applicant	
EuropeAid ID¹⁶	
Nationality¹⁷/ Country and date of registration^{18 19}	
Legal Entity File number²⁰ (if available)	
Legal status²¹	

Lead applicant contact details for the purpose of this action	
Postal address of the organisation:	
Organisation email address:	
Telephone: (fixed and mobile) Country code + city code + number	
Fax: Country code + city code + number	

¹⁶ To be inserted if the applicant is an organisation and is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en

¹⁷ For individuals.

¹⁸ 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.

¹⁹ For organisations.

²⁰ If the lead applicant has already signed a contract with the European Commission.

²¹ E.g. non-profit, governmental body or international organisation.

Co-applicant(s) ²²	
Name of the co-applicant	
EuropeAid ID ²³	
Nationality/ Country and date of registration	
Legal Entity File number (if available)	
Legal status	
Affiliated entity(ies) ²⁴	
Name of the Affiliated entity	
EuropeAid ID ²⁵	
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.	

Contact person for this action:	
Postal address:	
Contact person's email:	

²² Add as many rows as co-applicants.

²³ If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 6.

²⁴ Add as many rows as affiliated entities.

²⁵ If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 6.

1.5 Project details

Title of the action:	
[Lot number you are applying to:]	<i>e.g. Lot n° 2</i>
Location(s) of the action:	<i>Specify country(ies), region(s), area(s) or town(s) that will benefit from the action></i>
Total duration of the action (months):	<i>months</i>
Requested EU contribution (amount)	<i><EUR></i>
Requested EU contribution as a percentage of the total eligible costs of the action (indicative)²⁶	<i>%</i>
Total indicative budget	<i><EUR></i>

Delete Sections 2, 3 and 4 for open procedures

²⁶ If applicable, insert an additional % of the total accepted costs.
September 2021.1
e3b_applicform_en.doc

2. CHECKLIST – CONCEPT NOTE – FOR SELF- GUIDANCE

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

<p>ADMINISTRATIVE DATA</p> <p><u>Name of the lead applicant</u></p> <p>EuropeAid ID number</p> <p>Nationality²⁷/country and date of registration²⁸</p> <p>Legal entity file number²⁹</p> <p>Legal status³⁰</p>	<p>To be filled in by the lead applicant</p>
<p><u>Co-applicant³¹</u></p> <p>Name of the co-applicant</p> <p>EuropeAid ID number</p> <p>Nationality/country and date of registration</p> <p>Legal entity file number (if available)</p> <p>Legal status</p>	
<p><u>Affiliated entity³²</u></p> <p>Name of the Affiliated-entity</p> <p>EuropeAid ID number</p> <p>Nationality/country and date of registration</p> <p>Legal status:</p> <p>Specify to which entity you are affiliated (lead applicant and/or the co-applicant).</p> <p>Specify the kind of affiliation you have with that entity.</p>	

²⁷ For individuals.

²⁸ For organisations.

²⁹ If the lead applicant has already signed a contract with the European Commission.

³⁰ E.g. non-profit, governmental body or international organisation.

³¹ Add as many rows as co-applicants.

³² Add as many rows as affiliated entities.

BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the proposal:	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The instructions for the concept note have been followed.		
2. The declaration by the lead applicant has been filled in and signed.		
3. The proposal is typed and is in <English, French, Portuguese or 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 concept note is enclosed.		
PART 2 (ELIGIBILITY)		
6. The action will be implemented in [an] eligible [country(ies)] [region(s)] and in the minimum required number of eligible [countries] [regions].		
7. The duration of the action is between <X months> and <X months> (the minimum and maximum allowed).		
8. The requested contribution is between the minimum and maximum allowed.		
9. The declaration by the lead applicant has been filled in and sent with the concept note.		
You may add points if the guidelines for applicants foresee additional eligibility criteria for the action.		

3. DECLARATION BY THE LEAD APPLICANT (CONCEPT NOTE)

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

- the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
- the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' 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 is able to provide proof of the consent of the co-applicants and affiliated entities to be included in the present application;
- **if the requested amount is above EUR 15 000** :[the lead applicant, the co-applicant(s) and the affiliated entity(ies)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 are 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) (or the Contribution Agreement where the lead applicant is an organisation whose pillars have been positively assessed by the European Commission);

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	
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4. ASSESSMENT GRID FOR THE CONCEPT NOTE

FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
1. For indirect management or direct management when paper submission is allowed: [The submission deadline has been met].		
2. The concept note satisfies all criteria specified in the checklist.		
Administrative compliance has been checked by: Date:		
<u>DECISION 1:</u> The committee has decided to evaluate the concept note, which has passed the administrative check.		
The concept note has been evaluated by: Date:		
<u>DECISION 2:</u> The committee has decided to recommend evaluation of the full application.		

PART B. FULL APPLICATION FORM³³

[open procedures]: To be submitted by all applicants
restricted procedures: 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

1. GENERAL INFORMATION

Reference of the call for proposals	<Enter EuropeAid reference for the call for proposals>
Title of the call for proposals	<Enter the title of the call for proposals>
Name of the lead applicant	
Number of the proposal³⁴	[<Number>] [not applicable (open procedures)]
Title of the action	
Location of the action	<specify country(ies), region(s) that will benefit from the action>
Duration of the action	
[Number of the lot]	

³³ 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).

³⁴ 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.

2. 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)³⁵ and finally the outcome(s) to the expected impact³⁶, 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.

For restricted procedures only:

- [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);

³⁵ The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s).

³⁶ The impact is the long-term expected effect of the action fulfilling the overall objective.

- 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)													co-applicant and/or affiliated entity
Execution Activity 1 (title)													co-applicant and/or affiliated entity
Preparation Activity 2 (title)													co-applicant and/or affiliated entity
Etc.													

For the following years:									
Activity	Half-year 3	4	5	6	7	8	9	10	Implementing body
Example	Example								Example
Execution Activity 1 (title)									co-applicant and/or affiliated entity
Execution Activity 2 (title)									co-applicant and/or affiliated entity
Preparation Activity 3 (title)									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 the action.
 - 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 C³⁷ to the guidelines for applicants (also available as annex E3d).

³⁷ Explanations can be found at the following address:
[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesE\(Ch.6\):Grants](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesE(Ch.6):Grants).

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/if more specify> 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).

[Where the guidelines for applicants allow the contracting authority to finance the action in full, you must justify any request for full financing by showing that it is essential to carry out the action.]

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

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in [<currency of the contracting authority>.]

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.

- i) 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)³⁸	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 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)³⁹	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 (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.

³⁸ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

³⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

i) 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) ⁴⁰	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.

⁴⁰ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

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)⁴¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives (overall/impact and specific/outcome) and outputs of the action					

2.4 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.

i) 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)⁴²	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

⁴¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

⁴² If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

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)⁴³	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives (overall/impact and specific/outcome) and outputs of the action					

⁴³ 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 LEAD APPLICANT⁴⁴

EuropeAid ID number⁴⁵	
Name of the organisation	

3.1 Identity

The lead applicant's contact details for the purpose of this action	
Legal entity file number⁴⁶	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration⁴⁷/ Nationality⁴⁸	
Website and e-mail address of the organisation	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	

⁴⁴ 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.

⁴⁵ 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\(onlineregistration\)](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.

⁴⁶ If the lead applicant has already signed a contract with the European Commission.

⁴⁷ 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).

⁴⁸ 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).

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.

4. 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 number⁴⁹	
Name of the organisation	
The co-applicant's contact details for the purpose of this action	
Legal entity file number⁵⁰	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration⁵¹/ Nationality⁵²	
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 <input type="checkbox"/> Yes <input type="checkbox"/> No. NGO <input type="checkbox"/> Yes <input type="checkbox"/> No. <input type="checkbox"/> Yes <input type="checkbox"/> No

⁴⁹ 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\(online\)registration](https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(online)registration). This information does not need to be provided in case of calls where the European Commission is not the contracting authority.

⁵⁰ If the co-applicant has already signed a contract with the European Commission.

⁵¹ For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location).

⁵² For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location).

Value based	<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 organisation / network entity ⁵³ <input type="checkbox"/> 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 organisation> 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) (or a Contribution Agreement, where applicable) with <indicate the name of the contracting authority> ('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:	

5. AFFILIATED ENTITY(IES) PARTICIPATING IN THE ACTION

5.1 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 ⁵⁴	
Full legal name	
Date of registration	
Place of registration	
Legal status	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No. NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
If fulfilling the criteria and conditions to be considered as affiliated entity(ies) ⁵⁵ 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 ⁵⁶	
Country of registration ^{57/} Nationality ⁵⁸	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	

⁵⁴ 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\(onlineregistration\)](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.

⁵⁵ As described in Section 2.1.1. of the guidelines for applicants.

⁵⁶ If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location.

⁵⁷ For organisations.

⁵⁸ For individuals.

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)	

5.2 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 <indicate the name of the contracting authority> (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 (or Contribution Agreement, where applicable) 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:	

6. ASSOCIATES 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 <number>
Full legal name	
EuropeAid ID number⁵⁹	
Country of registration	
Legal status⁶⁰	
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	

⁵⁹ 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\(onlineregistration\)](https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)).

⁶⁰ E.g. non-profit, governmental body or international organisation.

7. CHECKLIST – FULL APPLICATION FORM – FOR SELF-GUIDANCE

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

<p>ADMINISTRATIVE DATA</p> <p><u>Name of the lead applicant</u></p> <p>EuropeAid ID number</p> <p>Nationality⁶¹/country and date of registration⁶²</p> <p>Legal entity file number⁶³</p> <p>Legal status⁶⁴</p>	<p>To be filled in by the lead applicant</p>
<p><u>Co-applicant⁶⁵</u></p> <p>Name of the co-applicant</p> <p>EuropeAid ID number</p> <p>Nationality/country and date of registration</p> <p>Legal entity file number (if available)</p> <p>Legal status</p>	
<p><u>Affiliated entity⁶⁶</u></p> <p>Name of the affiliated-entity</p> <p>EuropeAid ID number</p> <p>Nationality/country and date of registration</p> <p>Legal status:</p> <p>Specify to which entity you are affiliated (lead applicant and/or the co-applicant).</p> <p>Specify the kind of affiliation you have with that entity.</p>	

⁶¹ For individuals.

⁶² For organisations.

⁶³ If the lead applicant has already signed a contract with the European Commission.

⁶⁴ E.g. non-profit, governmental body, or international organisation.

⁶⁵ Add as many rows as co-applicant(s).

⁶⁶ Add as many rows as affiliated entities.

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, French, Portuguese or 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 is enclosed		
6. Each co-applicant has completed and signed the mandate and the mandate is included. [if co-applicant(s) are not mandatory: <Please write 'Not applicable' (NA) if you have no co-applicant(s)>]		
7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. [if affiliated entity(ies) is not mandatory: 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] [<national currency>].		
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 external audit report (where applicable); - The copy of the lead applicant's latest accounts (where applicable).		
PART 2 (ELIGIBILITY)		
11. The action will be implemented in [an] eligible [country(ies)] [region(s)] and in the minimum required number of eligible [countries] [regions].		
12. The duration of the action is between <X months> and <X months> (the minimum and maximum allowed).		
13. The requested EU contribution is between <X EUR/other currency> and <X EUR/other currency> (the minimum and maximum allowed).		
14. The requested EU contribution is between <X %> and <X %> of the total eligible costs (minimum and maximum percentage allowed). ⁶⁷		
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 .		
[For restricted procedures: 16. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.]		

⁶⁷ If applicable, insert an additional % of the total accepted costs.

You may add points if the guidelines for applicants foresee additional eligibility criteria for the action		
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8. 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 statuses 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;
- if the requested amount is above EUR 15 000 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) (or the Contribution Agreement, where applicable);

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	

9. ASSESSMENT GRID FOR THE FULL APPLICATION

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
For open procedures: CONCEPT NOTE EVALUATION		
<u>DECISION:</u>		
A. The committee has decided to evaluate the concept note, which passed the administrative checks.		
B. The committee has decided to recommend evaluation of the full application form.		
The concept note has been evaluated by:		
Date:		
For restricted procedures: [For indirect management and direct management when paper submission is allowed: 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.		
<u>DECISION:</u>		
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		
<u>DECISION:</u>		
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), if any, 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 lead applicant's statutes or articles of association		
b. The legal entity form		
c. The financial identification form		
d. The statutes or articles of association of the co-applicants and the affiliated entity(ies)		
e. The lead applicant's external audit report (if applicable)		

f. Copy of the lead applicant's latest accounts.		
Eligibility has been assessed by: Date:		
<u>DECISION:</u> 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.		

