



Contracting authority: European Commission

Human Rights & Democracy thematic programme, Country Based
Support Scheme for Kosovo allocation 2024- Human Rights in the
Digital Age

Annex A.1 – Grant application form - Concept note

[Budget line(s): <number(s)>] or
[<...>th European Development Fund¹]

Reference:

EuropeAid/182019/DD/ACT/XK

Deadline for submission² of concept notes:

03/02/2025 at 12:00 (Brussels date and time)

(in order to convert to local time click [here](#)³)

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

[Number & title of lot]	
Title of the action:	
Name of the lead applicant	
Nationality of the lead applicant ⁴	

Dossier No	
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(for official use only)

¹ Any reference to European Union financing also refers to European Development Fund grants where applicable.

² Online submission via PROSPECT is mandatory for this call for proposals (see section 2.2.2 of the guidelines). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open from Monday to Friday 08:30 to 18:30 Brussels time (except during European Commission public holidays in Belgium as published in the Official Journal).

³ An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

⁴ 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.

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.

[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 processed⁵ 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) ⁶

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 >.]

⁵ 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.

⁶ This link will lead you to the "EuropeAid privacy statement" published in the Practical Guide General Annexes (see Annex A13).

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1 CONCEPT NOTE

You **must follow** the instructions at the end of this document on how to fill in the concept note.

Delete the following sentence if submission via PROSPECT is mandatory for this call (no post, private courier or hand-delivery allowed)

1.1. Summary of the action

1.1.1. Fill in the table below:

Objectives of the action	<Overall objective(s) (i.e. Impact)> <Specific objective(s) (i.e. Outcome(s))>
Target group(s) ⁷	
Final beneficiaries ⁸	
Expected outputs	
Main activities	

1.2. Description of the action: cover all the 7 points in the instructions: (max 2 pages)

<insert text here>

⁷ **Target groups** are groups/entities who will directly benefit from the action at the action purpose level.

⁸ **Final beneficiaries** are those who will benefit from the action in the long term at the level of the society or sector at large.

1.3. Relevance of the action (max 3 pages)

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

<insert text here>

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 EU initiatives and avoidance of duplication)

<insert text here>

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

<insert text here>

1.3.4. Particular added-value elements

<insert text here>

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

[Delete this section if you are applying via PROSPECT]

Name of the lead applicant	
EuropeAid ID⁹	
Nationality¹⁰/ Country and date of registration¹¹¹²	
Legal Entity File number¹³ (if available)	
Legal status¹⁴	

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

⁹ 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](https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR), please visit <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR>.

¹⁰ For individuals.

¹¹ 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.

¹² For organisations.

¹³ If the lead applicant has already signed a contract with the European Commission.

¹⁴ E.g. non-profit, governmental body or international organisation.

Co-applicant(s) ¹⁵	
Name of the co-applicant	
EuropeAid ID ¹⁶	
Nationality/ Country and date of registration	
Legal Entity File number (if available)	
Legal status	
Affiliated entity(ies)¹⁷	
Name of the Affiliated entity	
EuropeAid ID ¹⁸	
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.	

1.5. Project details

[Delete this section if you are applying via PROSPECT]

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)¹⁹	<i>%</i>

¹⁵ Add as many rows as co-applicants.

¹⁶ If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 6.

¹⁷ Add as many rows as affiliated entities.

¹⁸ If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 6.

¹⁹ If applicable, insert an additional % of the total accepted costs.

2 DECLARATION BY THE LEAD APPLICANT

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:

- i. the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
- ii. 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;
- iii. 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;
- iv. 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;
- v. **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> ;
- vi. 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;
- vii. the lead applicant and each co-applicant(s) and affiliated entity(ies) (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
- viii. 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

[Please delete the instructions below before submitting your concept note]

INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

The lead applicant must ensure that the concept note:

- 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

1.1.1. Fill in the table

1.2. Description of the action: (max 2 pages)

- 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.
- 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 rights²⁰, gender equality²¹, democracy, good governance, support to youth, children's rights and indigenous peoples, environmental sustainability²² 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

²⁰ 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>

²¹ See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>

²² See Guidelines for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0>

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 results 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 organisations²³ 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.]

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.

²³ See footnote 2.

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)

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.

[Please delete the checklist below before submitting your concept note]

Checklist for self-guidance

EUROPEAID/182019/DD/ACT/XK

(To be filled in by the lead applicant only for self-guidance purposes)

Title of the Proposal:			
Before sending your concept note check that each of the criteria below have been met in full:	Yes	No	N/A
1. The correct grant application form has been used.			
2. The Instructions for the concept note have been followed.			
3. The proposal is typed and is written in an eligible language for this call. (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. An electronic version of the concept note (CD-ROM) is enclosed (Please write 'Not applicable' (N/A) if you are applying via PROSPECT).			
5. One original and the number of copy(ies) foreseen in section 2.2 of the guidelines are included (Please write 'Not applicable' (N/A) if you are applying via PROSPECT)			
6. The Declaration by the applicant has been filled in and has been signed.			
7. The action will be implemented in an eligible country(ies).			
8. The action will be implemented in the minimum number of countries required (If a minimum number of countries is not mandatory: Please write 'Not applicable' (N/A))			
9. The duration of the action is equal to or higher than the minimum allowed in section 2.1.3 of the guidelines.			
10. The duration of the action is equal to or lower than the maximum allowed in section 2.1.3 of the guidelines.			
11. The requested EU contribution (amount) is equal to or higher than the minimum allowed in section 1.3 of the guidelines.			
12. The requested EU contribution (amount) is equal to or lower than the maximum allowed in section 1.3 of the guidelines.			