



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.2 – Grant application form – Full application

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

Reference:

EuropeAid/182019/DD/ACT/XK

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 ²	

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

(for official use only)

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

² 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 processed³ 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)⁴

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 >.]

³ 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.

⁴ This link will lead you to the "EuropeAid privacy statement" published in the Practical Guide General Annexes (see Annexe A13).

Table of contents

FULL APPLICATION FORM.....	4
1 General information.....	4
2 The action.....	4
2.1. Description of the action	4
2.1.1. Description (max 13 pages).....	4
2.1.2. Methodology (max 5 pages).....	5
2.1.3. Indicative action plan for implementing the action (max 4 pages).....	5
2.1.4. Sustainability of the action (max 3 pages).....	7
2.1.5. Logical Framework	7
2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding ..	7
2.2. Experience.....	7
3 The lead applicant, the co-applicant(s) and affiliated entities.....	10
4 Associates participating in the action	11
5 Declarations.....	12
5.1. Declaration by the lead applicant (full application)	12
5.2. Mandate (for co-applicant(s))	14
5.3. Affiliated entity(ies) statement.....	15
INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION.....	16
1 General information	16
2 The action	16
2.1. Description of the Action	16
2.1.1. Description (max 13 pages).....	16
2.1.2. Implementation approach (max 5 pages).....	17
2.1.3. Indicative action plan for implementing the action (max 4 pages).....	17
2.1.4. Sustainability of the action (max 3 pages).....	18
2.1.5. Logical Framework	18
2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding ..	18
2.1.7. PADOR-registration form	19
2.2. Experience.....	19
3 The lead applicant, the co-applicant and affiliated entities	19
4 Associates participating in the action	20
5 Declarations.....	20
6 Checklist for self-guidance.....	20

FULL APPLICATION FORM

You **must follow** the instructions at the end of this document on how to fill in the full application

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

Delete section 3 if you are applying via PROSPECT

1 General information

Reference of the call for proposals	Enter EuropeAid reference for the call for proposals
[Lot number you are applying to:]	e.g. Lot n° 2
Number of the proposal ⁵	Number applicable for Restricted procedure only.
Name of the lead applicant	
Title of the action	
Location of the action	[Do not fill in here if you are applying via PROSPECT] specify country(ies) region(s) that will benefit from the action
Duration of the action	[Do not fill in here if you are applying via PROSPECT]

2 The action⁶

2.1. Description of the action

2.1.1. Description (max 13 pages)

<insert text here>

⁵ When the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number.

⁶ The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action.

2.1.2. Methodology (max 5 pages)

<insert text here>

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

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)

<insert text here>

2.1.5. Logical Framework

Please fill in Annex C to the guidelines for applicants.

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

Please fill in Annex B to the guidelines for applicants

2.2. Experience

The below 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) Experience in similar actions in the past 3 years (Maximum 1 page per action)

Name of the organisation: Lead applicant <input type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
Project title:			Sector (ref. list of sectors in Sectorial experience in PADOR):		
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)⁷	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
...
Objectives and results of the action					

⁷ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State

(ii) Experience in other actions in the past 3 years (Max. 1 page per action and max. 10 actions)

Name of the organisation: Lead applicant <input type="checkbox"/> Co-applicant <input type="checkbox"/> Affiliated entity <input type="checkbox"/>					
Project title:			Sector (ref. list of sectors in Sectorial experience in PADOR):		
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)⁸	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy
...
Objectives and results of the action					

⁸ 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 applicant, the co-applicant(s) and affiliated entities

[Delete this section if you are applying via PROSPECT]

Name of the lead applicant	
EuropeAid ID	
Nationality ⁹ / Country and date of registration ¹⁰	
Legal entity file number ¹¹	
Legal status ¹²	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Co-applicant(s) ¹³	
Name of the co-applicant	
EuropeAid ID	
Nationality/ Country and date of registration	
Legal entity file number (if available)	
Legal status	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Affiliated Entity(ies) ¹⁴	
Name of the Affiliated-Entity	
EuropeAid ID	
Nationality / Country and date of registration	
Legal status:	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Specify to which entity you are affiliated (lead applicant and/or the co-applicant). Specify the kind of affiliation you have with that entity.	

⁹ For individuals.

¹⁰ For organisations.

¹¹ If the applicant has already signed a contract with the European Commission.

¹² E.g. non-profit, governmental body, or international organisation.

¹³ Add as many rows as co-applicant(s)

¹⁴ Add as many rows as affiliated entities

4 Associates participating in the action

	Associate <...>
Full legal name	
EuropeAid ID number¹⁵	
Country of registration	
Legal status¹⁶	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Official address	
Contact person	
Tel: country code + city code + number	
Fax: country code + city code + number	
E-mail address	
Number of employees	
Experience of similar actions , in relation to role in implementing 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	

¹⁵ 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>.

¹⁶ E.g. non-profit, governmental body or international organisation.

5 Declarations

5.1. Declaration by the lead applicant (full application)

The lead applicant, represented by the undersigned, being the authorised signatory of the 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

- i. the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
- ii. the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- iii. the lead applicant certifies the legal statutes 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;
- iv. 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;
- v. 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;
- vi. 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;
- vii. **if the requested amount is above EUR 15 000** the lead applicant, the co-applicant(s) and the affiliated entity(ies) must fill in and sign a 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;
- viii. 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;
- ix. 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:

Position:

Signature:

Date and place:

5.2. 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 authorises the lead applicant <indicate the name of the organisation> to submit on its behalf the present application form and to sign on its behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the European Commission (contracting authority), as well as, to be represented by the lead 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:

5.3. Affiliated entity(ies) 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 European Commission (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:

INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION

If you are applying for a restricted call for proposals, you should only submit this form (Annex A.2) after you receive an invitation to submit a full application (at the time of the invitation).

1 General information

Please fill in the table.

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 and specific objective(s), as well as to the expected results (i.e. impact, outcome(s) and outputs):

- i. 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).
- ii. 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.
- iii. Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s) and finally the outcome(s) to the expected impact, making explicit the main assumptions and risks along this chain of results.
- iv. State how the action will improve the situation of the target groups and final beneficiaries and the technical and management capacities of target groups and/or any local co-applicants and affiliated entity(ies).
- v. Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant(s) and affiliated entity(ies) (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.
- vi. If financial support is allowed by the guidelines for applicants, lead applicants wishing to give financial support to third parties must define, in line with the conditions set by the guidelines for applicants the objectives and results 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.

- vii. Indicate the main studies conducted in view of defining the scope of the action.

Only for restricted calls for proposals:

- viii. [Describe/highlight eventual changes of the information provided in the concept note.]

2.1.2. Implementation approach (max 5 pages)

Describe in detail:

- i. 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;
- ii. 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 and recommendations of any evaluations carried out);
- iii. 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);
- iv. 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);
- v. 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;
- vi. the planned monitoring arrangements and subsequent follow up;
- vii. 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*);
- viii. the planned activities in order to ensure the visibility of the EU's financial contribution to the action and if applicable, communication activities.

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 applicants or any of the affiliated entity(ies), associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities 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).

2.1.4. Sustainability of the action (max 3 pages)

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

- i. 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.?).
- ii. 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.
- iii. 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?
- iv. 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 C¹⁷ to the guidelines for applicants.

¹⁷ 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:

- i. the budget of the action (worksheet 1), for the total duration of the action and for its first <12/if more specify> months;
- ii. justification of the budget (worksheet 2), for the total duration of the action, and
- iii. 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, 2.1.4 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

In case lead applicants, co-applicants and affiliated entity cannot register on line in PADOR, they should submit PADOR registration form (Annex F) attached to the guidelines at the time of the time of submitting the full application.

2.2. Experience

The information in this section 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) Experience in similar actions in the past 3 years: 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:

- The lead applicant
- The co-applicant(s)
- The affiliated entity(ies)

Maximum 1 page per action.

(ii) Experience in other actions in the past 3 years: Please provide a detailed description of other actions managed by:

- The lead applicant

- The co-applicant(s)
- The affiliated entity(ies)

Max. 1 page per action and max. 10 actions.

3 The lead applicant, the co-applicant and affiliated entities

As per Section 2.2. of the guidelines, prior registration in PADOR for this call for proposals is obligatory.

Please check that you have filled in your EuropeAid ID in the application form and that your PADOR profile is up to date. If it is impossible to register online in PADOR, you must complete the 'PADOR registration form' (Annex F to the guidelines) and send it together with your application (see Section 2.1.7).

It is strongly recommended to register in PADOR before you start drafting your proposal and not to wait until just before the deadline of submission.

4 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.

5 Declarations

6 Checklist for self-guidance

Full application checklist

EUROPEAID/182019/DD/ACT/XK

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

Title of the Proposal:			
Before sending your full application 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 Declaration by the applicant has been filled in and has been signed.			
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. 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)			
5. An electronic version of the concept note (CD-ROM) is enclosed (Please write 'Not applicable' (N/A) if you are applying via			

PROSPECT).			
6. Each co-applicant has completed, signed and submitted the mandate. (If co-applicant(s) are not mandatory for this call (or lot): Please write 'Not applicable' (N/A) if you have no co-applicant(s))			
7. Each affiliated entity has completed, signed and submitted an affiliated entity's statement (If affiliated entity(ies) is not mandatory for this call (or lot): Please write 'Not applicable' (N/A) 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. The duration of the action is equal to or lower than the maximum allowed in section 2.1.3 of the guidelines.			
11. The duration of the action is equal to or higher than the minimum allowed in section 2.1.3 of the guidelines.			
12. The requested EU contribution (amount) is equal to or higher than the minimum allowed in section 1.3 of the guidelines.			
13. The requested EU contribution (amount) is equal to or lower than the maximum allowed in section 1.3 of the guidelines.			
14. The requested EU contribution as a percentage of the total eligible costs is equal to or higher than the minimum percentage allowed in section 1.3 of the guidelines.			
15. The requested EU contribution as a percentage of the total eligible costs is equal to or lower than the maximum percentage allowed in section 1.3 of the guidelines.			
16. The requested EU contribution has not been changed by more than the percentage allowed compared to the amount requested at the concept note stage.			
1. The lead applicant satisfies the eligibility criteria in section 2.1.1. of the guidelines.			
2. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1. of the guidelines.			
3. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.1. of the guidelines.			
4. The supporting documents were submitted in accordance with the guidelines (section 2.4).			
5. The statutes or articles of association of the lead applicant organisation have been uploaded in accordance with the guidelines (section 2.4).			
6. The statutes or articles of association of the co-applicant(s) and the affiliated entity(ies) have been uploaded in accordance with the guidelines (section 2.4).			
7. Copy of the lead applicant's latest accounts has been provided in accordance with the guidelines (section 2.4).			
8. The lead applicant's external audit report (if applicable) has been provided in accordance with the guidelines (section 2.4).			
9. The Legal Entity File (see annex D to the guidelines for applicants) has been duly completed and signed by the applicants and the supporting documents requested have been enclosed in accordance			

with the guidelines (section 2.4).

10. A Financial Identification Form (see Annex E of the guidelines for applicants) has been provided by lead applicant in accordance with the guidelines (section 2.4).