|  |  |  |
| --- | --- | --- |
| Marsad%20logo[1] |  | شعار ملون |

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**Project funded by the:** European Commission

**مشـــــــروع**

**المواطن أولاً**

**CITIZEN First Project**

**Project Contract #: NEAR-TS/2021/420-963**

**إعـــلان طــــرح عــطـــــاء**

**آلية التمويل للمنح الفرعية المبسطة**

**Call for Proposals**

**Subgranting through Third Party Mechanism**

**المشاركة المدنية والمساءلة طريق الحكم الرشيد**

**Annex A – Grant application form – Full application**

Deadline for submission of applications:

**24/09/2023 at 16:00 (Jerusalem date and time)**

|  |  |
| --- | --- |
| Title of the action: | Write here |
| Location(s) of the action: | *<*specify region(s), area(s) or town(s) that will benefit from the action*>* |
| Name of the lead applicant | Write here |
| Type of the lead applicant | Not-for-profit making |

|  |  |
| --- | --- |
| Dossier No |  |
| (for official use only) | |

## 

## The lead applicant, the co-applicant(s) if any:

|  |  |
| --- | --- |
| **Name of the lead applicant:** |  |
| **EuropeAid ID (if valid):** |  |
| **Date of registration:** |  |
| **Legal status:** | **Profit-Making □ Yes □ No**  **NGO □ Yes □ No** |
| **The lead applicant’s contact details for the purpose of this project:** | |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |

|  |  |
| --- | --- |
| **Name of the co-applicant (if any):** | N/A (if no co-applicant) |
| EuropeAid ID (if valid):  Registration no. at competent authorities: |  |
| Date of registration |  |
| Legal status | **Profit-Making □ Yes □ No**  **NGO □ Yes □ No** |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Abbreviation:** |  |
| **Registration number (or equivalent):** |  |
| **Date of registration:** |  |
| **Place of registration:** |  |
| **Official address of registration** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **History of cooperation with the lead applicant** |  |

* 1. Summary of the action
     1. Fill in the table below:

|  |  |
| --- | --- |
| **Objectives of the action** | <*Overall objective(s) (i.e. Impact)*>  <insert answer here>  <*Specific objective(s) (i.e. Outcome(s)*>  <insert answer here> |
| **Target group(s)[[1]](#footnote-1)** | <insert answer here> |
| **Final beneficiaries[[2]](#footnote-2)** | <insert answer here> |
| **Estimated outputs** | <insert answer here> |
| **Main activities** | <insert answer here> |

* 1. Description of the project: cover all the 6 points in the instructions: (max 5 pages)

<insert text here>

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)

Explain the objectives of the action given in the table in Section 1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held.

Briefly outline intervention logic underpinning the proposed project, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.

Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters.

Explain how the proposed action/project will mainstream relevant cross-cutting issues such as promotion of human rights[[3]](#footnote-3), gender equality[[4]](#footnote-4), democracy, good governance, support to youth, children’s rights and indigenous peoples, and environmental sustainability[[5]](#footnote-5).

* 1. Relevance of the project (max 5 pages)
     1. Relevance to the objectives/themes/specific priorities of the call for proposals

<insert text here>

1. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
2. 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.
3. Describe which of the expected result(s), referred to in the guidelines for applicants will be addressed.
   * 1. Relevance to the particular needs and constraints of the country, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)

<insert text here>

1. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
2. 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.
3. 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/experience; refer to the main conclusions and recommendations of any evaluations carried out by the applicant(s) for their prior actions.
4. If applicable, specify potential synergies with other initiatives, in particular actions funded by the European Commission, and possible complementarity with other initiatives supported by the EU and by other donors (Member States & others), if any.
   * 1. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the project will address these needs

<insert text here>

1. Give a description of the target groups and final beneficiaries (quantified where possible), including selection criteria.
2. Identify the needs and constraints (including capacity constraints) of the target groups and final beneficiaries.
3. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
4. Explain any participatory process ensuring participation by the target groups and final beneficiaries, in the design of the proposed project.
   * 1. Particular added-value elements

<insert text here>

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

* 1. Methodology and Implementation Approach (max 3 pages)

<insert text here>

Describe in detail:

1. 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;
2. 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);
3. the role and participation in the action of the various actors and stakeholders (co-applicant(s), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
4. the planned monitoring arrangements and subsequent follow up;
5. the planned evaluation processes (*an evaluation should be foreseen for actions above EUR 100 000, and is highly recommended for actions below this amount*);
6. the planned activities in order to ensure the visibility of the project and the contribution of the EU to its funding of these actions.
   1. Indicative action plan for implementing the action (max 2 pages)

Applicants should give a specific start-up date for the implementation of the action, considering that the applicant should mention the start date by 1st of October 2023, as ‘month 1’, November as ‘month 2’, December as ‘month 3’, January 2024 as ‘month 4’, and Feb., 2024 as ‘month 5’.

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 1.1.1. The implementing body must be either the applicants or the co-applicant (if any), 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 project.

The action plan for the first month 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 months may be more general and should only list the main activities proposed for those months. To this end, it must be divided into four-weeks periods.

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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 2023 | | | | | | | | | | |
|  | Month 1 | | | | | Month 2 | | | |  |
| Activity | | Week 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Implementing body |
| Example | | example |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Execution Training 1 (title) | |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Etc. | |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 2024 | | | | | | | | | | |
|  | Month 3 | | | | | Month 4 | | | |  |
| Activity | | Week 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Implementing body |
| Example | | example |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Etc. | |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For the following months: | | | | | | | | | |
|  | Month 5 | | | | Month 6 | | | |  |
| Activity | Week 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | Implementing body |
| Example | Example |  |  |  |  |  |  |  | Example |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Execution Activity 2 (title) |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | Applicant and/or co-applicant |
| Etc. |  |  |  |  |  |  |  |  |  |

* 1. Sustainability of the action (max 3 pages)

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

1. 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.?).
2. 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.
3. 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:
   1. **Financial sustainability**: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.
   2. **Institutional sustainability**: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of theaction.
   3. **Policy level sustainability**: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).
   4. **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?
4. **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.**

## Lead applicant’s experience (maximum 3 similar actions)

This information will be used to assess whether you have sufficient and stable experience of managing projects in the same sector and of a comparable scale to the one for which a grant is being requested.

1. **For similar actions**

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

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[6]](#footnote-6) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

1. **Other actions (maximum 2 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 2 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)**[[7]](#footnote-7) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

## 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.

1. **For similar actions**

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

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector:** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[8]](#footnote-8) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

1. **Other actions**

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

Maximum 1 page per action and maximum 2 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[9]](#footnote-9) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives (overall/impact and specific/outcome) and outputs of the action** | |  | | | |
|  | |  | | | |

## Logical Framework

To be filled as Annex C, and submitted in a later phase, after signing the contract with the selected and contracted applicants.

## Budget, amount requested from the contracting entities (the PARTNERs) and other expected sources of funding

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

1. the budget of the project (worksheet 1), for the total duration of the action and for its first <4,/if more specify> months; and
2. amount requested from the contracting PARTNERs and other expected sources of funding for the action for the total duration (worksheet 3).

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

## Declaration by the LEAD applicant:

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), in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in (Section V.) of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, and of the co-applicant(s) id any, as reported in (Section V.) of the guidelines to applicants, and part 1 of this application;
* the lead applicant, and the co-applicant(s), if any, have the professional competences and qualifications specified in Section (V.) of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the co-applicant'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), 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) if any, 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 (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section (1) of this application.
* the lead applicant and each co-applicant (if any) are eligible in accordance with the criteria set out under Sections (V.) of the guidelines for applicants;
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) 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 PARTNERs 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 EU 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:** |  |

## Mandate (for co-applicant(s), if any):

**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: | N/A if no co-applicant |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## Assessment grid FOR the application:

(FOR the USE OF THE contracting PARTNERS ONLY)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** |
| **For open procedures: ADMINISTRATIVE Evaluation** | |  | |  |
| **For indirect management and direct management when application 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 the application form (Annex-A). | |  | |  |
| **DECISION:**  The Evaluation Committee has decided to evaluate the application, which passed the administrative checks. | |  | |  |
| The Administrative Check has been evaluated by:  Date: | |  | |  |
|  | | | | |
| **evaluation of the full application** | |  | |  |
| **DECISION:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the Evaluation 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** |  | |  | |
| 1. The lead applicant satisfies the eligibility criteria in Section (V.) of the guidelines. |  | |  | |
| 2. The co-applicant(s), if any, satisfy the eligibility criteria in Section (V.) of the guidelines. |  | |  | |
| 3. The supporting documents listed below were submitted in accordance with the guidelines (Section V.) |  | |  | |
| 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. |  | |  | |
| 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: | | | | |
| **DECISION:**  The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  | |  | |

## Checklist for self-guidance

**Project Contract #: NEAR-TS/2021/420-963**

**[Please delete the parts below before submitting your application]**

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

**Full application checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **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. An electronic version of the concept note (CD-ROM) is enclosed (Please write ‘Not applicable’ (N/A) if you are applying via EMAIL). |  |  |  |
| 5. 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)) |  |  |  |
| 6. The budget is enclosed, in balance, presented in the format requested, and stated in EUR. |  |  |  |
| 7. The duration of the action is equal to or higher than the minimum allowed in section (viii) of the guidelines. |  |  |  |
| 8. The duration of the action is equal to or lower than the maximum allowed in section (viii) of the guidelines. |  |  |  |
| 9. The requested contribution from the Contracting Partners (amount) is equal to or higher than the minimum allowed in (ix) of the guidelines. |  |  |  |
| 10. The requested contribution from the Contracting Partners (amount) is equal to or lower than the maximum allowed in section (ix) of the guidelines. |  |  |  |
| 11. The requested contribution from the Contracting Partners as a percentage of the total eligible costs is equal to or higher than the minimum percentage allowed in section (x) of the guidelines. |  |  |  |
| 12. The requested contribution of the Contracting Partners as a percentage of the total eligible costs is equal to or lower than the maximum percentage allowed in section (x) of the guidelines. |  |  |  |
| 13. The lead applicant satisfies the eligibility criteria in section (V.) of the guidelines. |  |  |  |
| 14. The co-applicant(s), if any, satisfy the eligibility criteria in section (V.) of the guidelines. |  |  |  |
| 15. The supporting documents are in place, and will be submitted based on request, in accordance with section (xvi) of the guidelines. |  |  |  |
| 16. The statutes or articles of association of the lead applicant organisation are in place, and will be submitted based on request in accordance with section (xvi) of the guidelines. |  |  |  |
| 17. The statutes or articles of association of the co-applicant(s) if any, are in place, and will be submitted based on request in accordance with section (xvi) of the guidelines. |  |  |  |
| 18. Copy of the lead applicant's latest accounts are in place, and will be submitted based on request in accordance with section (xvi) of the guidelines. |  |  |  |
| 19. The lead applicant's external audit report (if applicable) is in place, and will be submitted based on request in accordance with section (xvi) of the guidelines. |  |  |  |
| 20. The Financial Identity Form (annex D to the guidelines for applicants) has been duly completed and signed by the applicants and the supporting documents requested are in place and will be submitted for a final check based on final notification for funding, in accordance with section (xvi) of the guidelines. |  |  |  |

**[Please delete the instructions below before submitting your application]**

## INSTRUCTIONS FOR DRAFTING THE APPLICATION

The lead applicant must ensure that the application:

* includes Page 1 of this document, filled in and submitted as a cover page of the application;
* includes the table of the summary of the action (without any limitation of size)
* includes the description of the proposal/application (not exceeding 5 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Calibri 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. **Target groups** are groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-1)
2. **Final beneficiaries** are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-2)
3. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at<https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en> [↑](#footnote-ref-3)
4. See Guidance on Gender equality at <https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en> [↑](#footnote-ref-4)
5. See Guidelines for environmental integration at <https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en> [↑](#footnote-ref-5)
6. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-6)
7. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-7)
8. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-8)
9. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-9)