



Citizens, Equality, Rights and Values Programme (CERV)

Application Form

**Administrative Forms (Part A)
Technical Description (Part B)**

(CERV Operating Grants FPA)

Version 1.0
01 April 2021

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal



IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


How to prepare and submit it?


The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally **45** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

Call: [insert call identifier] — [insert call name]

EU Grants: Application form(CERV FPA OG): V1.0 – 01.04.2021

ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

Call:

()

Topic:

Type of Action:

()

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

[How to fill in the forms](#)

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

Application forms

Proposal ID

Acronym

1 - General information

Field(s) marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement

Acronym

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

Fixed keyword 1

Add

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

Remaining characters

2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

Yes No

Please give the proposal reference or contract number.

Previously submitted proposals should be with either 6 or 9 digits.

Remove

A specific grant agreement (SGA) implements a concrete action/work programme under a valid framework partnership agreement (FPA).

The reference or the contract number of the linked FPA is needed for the assessment of the SGA proposal.

xxxxxx(xxx)

Application forms

Proposal ID

Acronym

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).

3) We declare:
- to be fully compliant with the eligibility criteria set out in the call
- not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
- to have the financial and operational capacity to carry out the proposed project.

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).

5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Organisation data

PIC	Legal name
-----	------------

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown

SME Data

Based on the below details from the Participant Registry the organisation is **unknown (small- and medium-sized enterprise)** for the call.

SME self-declared status.....	unknown
SME self-assessment	unknown
SME validation sme	unknown

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Departments carrying out the proposed work

Department 1

Department name *Name of the department/institute carrying out the work.*

not applicable

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Links with other participants

Type of link	Participant

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title _____

Gender Woman Man Non Binary

First name

Last name

E-Mail

Position in org. *Please indicate the position of the person.* _____

Department *Name of the department/institute carrying out the work.* _____

Same as organisation name

Same as proposing organisation's address

Street *Please enter street name and number.* _____

Town *Please enter the name of the town.* _____ Post code *Area code.* _____

Country *Please select a country* _____

Website *Please enter website* _____

Phone *+xxx xxxxxxxxx* _____ Phone 2 *+xxx xxxxxxxxx* _____

Application forms

Proposal ID

Acronym **Acronym is mandatory**

3 - Budget

No.	Name of beneficiary	Country	A. Personnel costs - without volunteers /€	A. Personnel costs – volunteers /€	B. Subcontracting costs/€	C. Purchase costs - Travel and subsistence/€	C. Purchase costs - Equipment/€	C. Purchase costs - Other goods, works and services/€	D.1 Financial support to third parties/€	E. Indirect costs/€	Total eligible costs/€	F.1 Estimated eligible contributions	Ineligible costs	Total estimated project costs and contributions	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs	Max grant amount	Income generated by the project	In kind contributions	Financial contributions	Own resources	Total estimated project income
			(a1)	(a2)	(b)	(c1)	(c2)	(c3)	(d1)	(e)	(h)	(f1)	(j)	(k)	(U)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)
1			0	0	0	0	0	0	0		0,00	0	0	0		0,00	0,00	0,00	0	0	0	0	0,00
	Total		0	0	0	0	0	0	0	0,00	0,00	0	0	0		0,00	0,00	0,00	0	0	0	0	0,00

Application forms

Proposal ID

Acronym

4 - Other questions

Essential information to be provided for proposals including clinical Trials / studies / investigations

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by [Regulation 536/2014](#) (on medicinal products), clinical investigation and clinical evaluation as defined by [Regulation 2017/745](#) (on medical devices), performance study and performance evaluation as defined by [Regulation 2017/746](#) (on in vitro diagnostic medical devices).

Are clinical studies / trials / investigations included in the work plan of this project? Yes No

GHG Emission

Absolute GHG emission avoidance (in tCO₂e) 0

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.1

Relative GHG emission avoidance (as a %) 0,00

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.2

In which Member State(s) and/or associated countries will the project be implemented?

--	--

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

1. RELEVANCE

1.1 Profile

Profile

Present your organisation. Describe size, structure, activities and composition/membership.

Describe the parts of your activities which remain outside the operating grant (e.g. do not comply with the policy objectives of the call or are outside the geographic area of eligibility). Specify the percentage of these activities (as compared to the percentage of activities that are eligible). Make sure this information is consistent with the rate of use for the project declared in section 6.

Insert text

1.2 Mission statement, vision and EU objectives

Mission statement, vision and objectives

Describe the mission statement, vision and overall objectives of your organisation (as defined in key stakeholder documents).

Describe how your organisation pursues an aim of general EU interest or has objectives that contribute to the EU policy objectives set out in the call.

Describe the specific objectives for the period covered by the framework partnership. The objectives should be clear, measurable, realistic and achievable within the duration of the partnership. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value). The specific objectives should also contribute to the creation of favourable conditions for advancing gender equality and tackling multiple and intersecting discrimination.

If your organisation is supported by a public authority, annex the Letter of support.

Insert text

1.3 Contribution to EU policy

Relevance

How do your organisation's activities address the objectives and themes and priorities of the call to which you are applying? What is your organisation's contribution?

Insert text

European dimension

Illustrate the European dimension of the planned activities: their contribution to the consistent and coherent implementation of European law, policies and strategies, and to widen public awareness about the rights deriving from it.

What is the transnational dimension of the activities and the potential to develop mutual trust/cross-border cooperation among EU countries?

How will your organisation ensure that outputs and/or results will be transferable at European level? Which countries will benefit from the activities (directly and indirectly)?

Note: *Planned activities should also contribute to the implementation of European law, policies and strategies on gender equality and non-discrimination.*

Insert text

2. QUALITY

2.1 Project team, staff and experts

Project team and staff

Describe the project teams and how they will work together to implement the planned activities over the framework partnership duration.

List your organisation's other staff and describe shortly their tasks. Provide CVs of all key actors (if required).

Note: *Please ensure a gender-balanced representation in the composition of teams, staff and experts performing the action.*

Name and function	Role/tasks/professional profile and expertise

Outside resources (subcontracting, seconded staff, etc)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members or partner organisations, subcontracting, etc).

Moreover, ensure that the subcontractors are aware of gender mainstreaming and non-discrimination mainstreaming.

Insert text

2.2 Management, quality assurance and monitoring and evaluation strategy

Management, quality assurance and monitoring and evaluation strategy

Describe the operational structure of your organisation (organisational chart). Provide CVs of all key actors (if required).

Describe your decision-making processes and how you ensure effective internal communication, planning and control.

Explain who is responsible for strategy and who for day-to-day implementation. Explain the internal communication processes to ensure transparent decision-making, coordination and conflict management.

Describe how you normally ensure quality and monitor and evaluate your activities.

Explain which quantitative and qualitative indicators you propose to use for the evaluation of the outreach and coverage of your activities.

Note: *The concept (including organisational structure and decision-making mechanisms) must be adapted to the*

complexity and scale of the actions.

The monitoring and evaluation strategy should also incorporate gender and non-discrimination considerations in order to measure changes and assess impact on gender equality issues. The indicators should be gender responsive so that they can measure gender equality changes over time. For instance, a gender responsive indicator can measure the increase in women's rate of employment or changes in social attitudes towards gender roles in work-life balance. The evaluation should be participatory and inclusive to all stakeholders, ensuring that women's and men's voices are prevalent throughout the entire evaluation process.

Insert text

2.3 Financial management and cost effectiveness

Financial management and cost effectiveness

Describe your organisational financial management structure (organisational chart). Provide CVs of the key actors (if required).

Describe your financial decision-making processes and how you ensure financial planning and control (i.e. procedures for budget approval and monitoring). How do you certify and validate annual accounts? Which tools do you use to monitor budget execution, financial controls and external audits.

Confirm that your budget estimate complies with the principles of good value for money and cost effectiveness.

Insert text

2.4 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder specific project activities. A good risk management strategy adds to the project quality. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in the implementation of multi-annual action plan. For instance, to ensure full participation of target groups in planned activities should be taken into account gender, age or disability-specific constraints. The target groups may face more than one barrier to accessing activities (accessibility barriers; language barriers, availability of childcare provision, etc). Therefore, it is essential to identify these risks and undertake preventive measures in order to ensure full participation of women and men in all their diversity in design and implementation of activities.*

Risk No	Description of risk	Work package No	Proposed risk-mitigation measures

3. IMPACT

3.1 Impact

Impact

Define the impact of your organisation's activities (both generally and with regard to the proposed activities and in short, medium and long-term). How will the proposed activities contribute to the promotion and advancement of gender equality and non-discrimination mainstreaming?

Describe the problem and evidence base for your activities.

Who are your target groups? How will the target groups benefit concretely from the project and what would change for them?

Describe how effective your organisation is in its outreach.

Note: *When defining impact please consider if and how planned activities will reduce, maintain, or increase inequalities between women and men, girls and boys, in all their diversity. What gender, age and disability differentiated results can be expected? How expected change will affect women and men, boys and girls from a range of diverse social groups, differently?*

Insert text

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Communication and dissemination activities should also contribute to the promotion of gender equality and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: When developing videos or leaflets ensure that women and men, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. In addition, consider using communication channels that they are accessible to general audience, in particular to persons with disabilities, or people from marginalised groups.

Insert text

3.3 Sustainability and continuation

Sustainability and continuation


Explain how the EU funding will help you develop the capacities of your organisation and how you plan to ensure the sustainability in future after the EU funding ends. How will the sustainability of the activities, the impact be ensured?

Which kind of resources/form of collaboration with other entities will be used to take up the activities outputs and results? Are there any possible synergies/complementarities with other (EU funded) activities that could reinforce the sustainability of the results?

Describe also how the EU funding will help your organisation to develop gender and non-discrimination mainstreaming capacities to ensure that equality considerations are integrated into your work.

Insert text

4. MULTI-ANNUAL ACTION PLAN

Multi-annual action plan							
<p><i>This section concerns the overview of the activities you are planning for the years covered by the EU framework partnership and how they will be implemented.</i></p> <p>Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.</p> <p>Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number before signature of the Framework Partnership Agreement.</p> <p>Group your activities into standard activities (which you repeat each year) and ad hoc activities (which will be implemented only in certain years).</p> <p> Include only the part of your activities which is eligible under the framework partnership.</p>							
Standard activities (all years)							
Activity	Objective	Target Groups	How will it be implemented? (concept & methodology)	Milestones and Deliverables	Lead Beneficiary		
Ad hoc activities							
Year	Activity	Description	Objective	Target Groups	How will it be implemented? (concept & methodology)	Milestones and Deliverables	Lead Beneficiary

Multi-annual budget estimate									
<i>Give a rough estimate of your overall costs and income for the duration of the EU framework partnership.</i>									
<i>Divide your global yearly budget into general costs and costs of specific activities. For the specific activities, distinguish between activities that are eligible under the framework partnership and those that are not.</i>									
<i>Specify regular income from other sources and estimated income generated by the activities. (No need for a balance of costs and income, since these are only rough estimates and they don't include the EU operating grants and the beneficiary's own contribution).</i>									
	Costs					Income			
Year	General personnel costs (general management and common services)	General running costs	Costs of specific activities (eligible)	Costs of specific activities (not eligible)	Total global yearly budget (costs)	Membership contributions & subscriptions	Financial contributions by third parties (including funding other than EU operating grant)	Income generated by the activities (eligible and non eligible)	Total estimated income
YYYY									
YYYY									
YYYY									
YYYY									
YYYY									
Total									

5. OTHER

5.1 Ethics and EU values

Ethics and EU values

Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.

Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals.

If your project has a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. If you will have direct contacts with children you will have to provide a child protection policies in line with the [Keeping Children Safe Child Safeguarding Standards](#).

Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.

Outline measures to be taken and the policies in place to guarantee full compliance with the EU values mentioned in Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights.

Insert text

5.2 Security

Security

Not applicable.

6. DECLARATIONS


Rate of use for the project

Declare the rate of use for the project (i.e. the percentage of your organisation's activities which is eligible under this grant, meaning the percentage of activities that comply with the policy objectives of the call, is inside the geographic area of eligibility, etc as compared to the percentage of activities that are ineligible). Make sure this information is consistent with the rate specified in section 1.1

Rate of use for the project:

[insert rate]%

Double funding

 Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).

Information concerning other EU operating grants	YES/NO
We confirm that to our best knowledge we do not benefit from any other EU operating grant for the same period. If NO, explain and provide details.	
We confirm that we will not request any other EU operating grant for the same period. If NO, explain and provide details.	

Financial support to third parties (if applicable) <i>(n/a for FPA)</i>
Not applicable.

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *not applicable*

CV's (annex 2 to Part B) — *mandatory, if required in the Call document*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document*

LIST OF PREVIOUS PROJECTS**List of previous projects***Please provide a list of your previous projects for the last 4 years.*

Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES

VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2021	Initial version (new MFF).