**Annex A of the Guidelines for Calls for Proposals**

Grant Application File Template – concept Note

**NOTE**

[*How to complete this standard grant application form:*

When you see < ... >, insert the relevant information for the Call for Proposals concerned.

Phrases between square brackets [ ] must only be inserted if they are relevant, while shaded paragraphs must only be modified exceptionally, as justified by the requirements of a specific Call for Proposals procedure.

The other parts of this standard instruction may not under any circumstances be modified. Please delete this paragraph, as well as any text highlighted in yellow and any brackets/quotation marks in the final version. ]

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Palestine

Contracting authority: ENABEL

Call for Proposals

Support to quality extracurricular activities

as Part of the

Education and Learning (QEL), Empowered Youth in a Green Palestine Portfolio

PSE22001

Grant application file – Concept Note

Reference: PSE22001-10003

Deadline for submission of concept note: 27 October 2022

To reduce expenditure and waste, we strongly recommend that you only use paper for your file (no plastic sleeves or inserts). Please also duplex print where possible.

|  |  |
| --- | --- |
| File No. |  |
| (for internal use only) |

# PART A: Concept notes

Instructions for the preparation of concept notes

The applicant must ensure the text:

* *does not exceed 5 full pages (A4 format) of Georgia 10 font with 2cm margins, single-spaced;*
* *provides the information requested in the sections below, in the order in which it is requested, and proportionally to its relative importance (see the relevant notes entered in the evaluation grid and guidelines);*
* *provides comprehensive information (given that the evaluation grid will only be used for information appearing in concept notes);*
* *is drafted as clearly as possible for evaluation.*

Template to follow:

|  |  |
| --- | --- |
| Title of action\* |  |
| Region\* (WB, GS, EJ) |  |
| Location(s) of the action\* | *< specify the country/countries, region/regions, zone/zones or city/cities that will benefit from the action >* |
| Name of applicant\* |  |
| Nationality of applicant[[1]](#footnote-1)\* |  |
| Legal status[[2]](#footnote-2)\* |  |
| Co-applicant[[3]](#footnote-3)\* | Name, nationality and date of creation, legal status, links with the applicant or co-applicant  |
| Contact details of the applicant to be used for this action |
| **Postal Address\*:** |   |
| **Telephone number\*** (fixed and mobile)**:** indicative country + indicative city + number |  |
| **Contact person for this action\*:** |  |
| **Email of the contact person\*:** |  |
| **Address\*:** |  |
| **Organisation’s website:** |  |
| **Accreditation** | Mention whether your organization has an accreditation referred to in Article 26 of the law of 19 March 2013 on Belgian Development Cooperation |
| **Belgian Partners** | Mention which Belgian partners your organization receives funding from, or received funding from within the last three years (Name and address of each partner) |

(\*) compulsory

**Any changes relating to addresses, telephone numbers, fax numbers and email addresses must be notified in writing to the Enabel. Enabel will not be held liable if it is not able to contact the applicant.**

## Summary of the action

Please complete the table below, which must not exceed 1 page in length.

|  |  |
| --- | --- |
| Title of action\*: |  |
| Region: (WB,GS,EJ)- *please fill in the region you are submitting an application for*: |  |
| Location(s) of the action \*- *indicate the country/countries and the region/regions which will benefit from the action* |  |
| Total duration of the action\* (*months*): |  |
| Financing requested\* (amount)  | <*EUR/currency of the contracting authority* > |
| Specific objectives\* |  |
| Target group(s)[[4]](#footnote-4)\* |  |
| Final beneficiaries[[5]](#footnote-5)\* |  |
| Estimated results\* |  |
| Main activities\* |   |

\*compulsory

## Description of the action (max. 1 page)

Please provide all of the following information:

* General information on preparing the action.
* The action objectives indicated in the table in point 1.1.
* A description of the main stakeholders, their attitude to the action and any consultation with them.
* Summary information on the type of activities proposed, clarifying related achievements and results and describing, in particular, the links/relationships between the various groups of activities.
* An indication of the action’s indicative timetable accompanied by a description of all specific factors taken into account.

## Relevance of the action (max. 3 pages)

### Relevance to the specific objectives/sectors/themes/priorities of the Call for Proposals

Please provide all of the following information:

Describe the relevance of the action to the objective/objectives and priority/priorities of the Call for Proposals.

Describe the relevance of the action to all specific underlying themes/sectors/zones and any other specific need indicated in the Call for Proposals guidelines, like, for example, local ownership, etc.

Describe which particular expected results referred to in the Call for Proposals guidelines will be addressed.

### Relevance to the particular needs and constraints of the target country, the target region(s) and/or sectors concerned (including synergies with other Enabel interventions and avoidance of duplication)

Please provide all of the following information:

Clearly define the specific situation of the draft proposal in the target country/countries and/or sectors (include, where possible, quantified analysis).

Provide a detailed analysis of the problems that should be addressed by the action and their interrelationships at all levels.

Refer to all significant plans, undertaken at national, regional and/or local level, relevant for the action and describe how the action will relate to these plans.

Where the action is the continuation of a previous action, clearly indicate how it will combine with the activities and/or results of the previous action; refer to the main conclusions and recommendations from any evaluations.

Where the action is a part of a larger programme, clearly explain how it is integrated or how it is coordinated with this programme or any other proposed project. Outline the possible synergies with other initiatives, in particular of the European Commission.

### Describe and define target groups and final beneficiaries, their needs and their constraints and indicate how the action will address these needs

Please provide all of the following information:

Give a description of each target group and each final beneficiary (where possible quantified), including selection criteria.

Determine the needs and constraints of each target group and each final beneficiary.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain the whole participatory process, which ensures the participation of target groups and final beneficiaries.

### Elements with a particular added value

Indicate each element having a specific added value, for example the promotion or consolidation of public/private partnerships, innovation and good practices, or other interdisciplinary questions such as environmental issues, the promotion of gender equality and equal opportunity, the needs of disabled persons, the rights of minorities and the rights of indigenous populations.

## The applicant’s concept note declaration

The applicant, represented by the undersigned, the applicant’s authorised signatory and in this application, representing any co-applicant(s) in the proposed action, hereby declares that:

* the applicant has the sources of financing, skills and professional qualifications mentioned in point 2 of the guidelines for applicants;
* the applicant undertakes to comply with the principles of good practice concerning partnerships;
* the applicant shall be directly responsible for the preparation, management and implementation of the action, where applicable with the co-applicant(s) and is not acting as an intermediary;
* if recommended for a grant, applicants shall accept the contractual conditions as laid down in the standard Grant Agreement annexed to the guidelines for applicants (Annex E);
* the applicant and, where applicable, each co-applicant are eligible in accordance with the criteria set out in points 2.1.1 of the guidelines for applicants and are therefore not in one of the exclusion situations described in Annex VII of the model grant agreement provided as Annex E of the guidelines for applicants;
* The applicant formally declares to be able, upon request and without delay, to provide the supporting documents indicated in section 2.1.1. (2) of the guidelines unless:

a) Enabel has the possibility to obtain the relevant supporting documents directly by consulting a national database in a Member State which is accessible free of charge, provided that the applicant has provided the necessary information (website address, regulatory authority or body, precise reference of the documents) allowing Enabel to obtain them, with the corresponding access authorization; or

b) from 18 October 2018 at the latest (depending on the transposition into national law of the second subparagraph of Article 59 (5) of Directive 2014/24 / EU), Enabel is already in possession of the documents concerned .

The applicant declares on honour that the information provided is exact and correct and that it has been drawn up with full knowledge of the consequences of any false declaration.

Signed in the name and on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Function** |  |
| **Date** |  |

## checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **Before sending your concept note, check that each of the criteria below have been met in full** | Yes | No  | N/A |
| 1. The correct grant application form has been used. |  |  |  |
| 2. The Instructions for the concept note have been followed |  |  |  |
| 3. The proposal is typed and is written in English. |  |  |  |
| 4. An electronic version of the concept note (USB) is enclosed. |  |  |  |
| 5. One original hard copy of the concept note is included. |  |  |  |
| 6. The Declaration by the applicant has been filled in and has been signed |  |  |  |
| 7. The action will be implemented in 1 (only 1) of the eligible regions.  |  |  |  |
| 8. The action will respond to at least of thematic criteria as specified in the guidelines. |  |  |  |
| 9. The duration of the action is between the min and max duration as specified in the guidelines  |  |  |  |
| 10. There is at least on co-applicant participating in the action.  |  |  |  |

1. The organisation’s articles of association must show that this latter was created in accordance with the national law of the country concerned and that its registered office is situated in an eligible country. Any organisation established in a different country may not be considered a local eligible organisation. See the footnotes of the Call for Proposals guidelines. [↑](#footnote-ref-1)
2. see legal entity form [↑](#footnote-ref-2)
3. Please use one line for each co-applicant. [↑](#footnote-ref-3)
4. “**Target groups**” are groups/entities which will directly benefit from the action at the level of the action’s objective. [↑](#footnote-ref-4)
5. “**Final beneficiaries**” are those who will benefit in the long term from the action at the level of society or the sector in the broad sense. [↑](#footnote-ref-5)