**Grants**

Annex A of the Guidelines for applicants: Grant Application File

**Contracting authority: ENABEL**

Trade for Development Centre – Call for Proposals for the implementation of a strategy and/or an action plan to be more sustainable and more respectful of decent income and decent work

Countries: **Benin, Burkina Faso, Burundi, Democratic Republic of Congo, Guinea, Mali, Mozambique, Rwanda, Senegal, Tanzania** and **Uganda**.

Sectors: **cocoa, coffee, cashew nut**

Countries: **Côte d'Ivoire** and **Ghana**

For the **cocoa** sector only

Countries: **Ethiopia** and **Kenya**

For the **coffee** sector only

BEL2201011

Grant Application File

Reference: BEL22010-10023

Deadline for submission of:

* concept note (Part A): Monday 27 November 2023
* proposal (Part B): during the week of 12 February 2024 (provisional date)

*The grant application file is made up of the concept note and the proposal.*

*Only the concept note should be provided initially. The proposal should not be provided. It will be produced and submitted at Enabel's request if the concept note has passed the selection stage.*

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

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.

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# PART A: Concept notes

**CONTACT DETAILS OF APPLICANT**

|  |  |
| --- | --- |
| Title of the action |  |
|  |  |
| Name of the organisation |  |
| Postal address |  |
| Physical address (localisation of the premises) |  | |
| Website of the organisation |  | |
|  |  | |
| Contact details of the applicant to be used for this action | | |
| **Contact person for this action:** |  | |
| **Telephone number:** country code + number |  | |
| **Email(s) of the contact person:** |  | |
| **PARTNERSHIPS** |  | |
| **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) | |
| **Customers** | If applicable, please indicate the names of your customers established in Belgium and in the European Union. | |

**Any changes relating to addresses, telephone 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.**

**ADMISSIBILITY CRITERIA**

|  |  |
| --- | --- |
| Legal status (cooperative, private company, etc.) |  |
| Registration number |  |
| Year of registration |  |
| Please provide proof/certificate of registration with local authorities. | |
| Number of employees |  |
| Annual turnover (indicate currency!) |  |
| Certificates obtained (still of no expired date!) |  |
| Please enclose with your application the articles of association (by-laws, memorandum of association, statutes, constitution), any internal regulations, other internal documents and regulations explaining the allocation of profits in previous years, if applicable, and a copy of any certificates you have obtained. | |
| Please provide a copy of the latest certificate(s); or proof that you are in the process of obtaining certification; or proof of membership; or proof of a strong commitment to economic, social and environmental sustainability that has been credibly verified by a third party. | |
| What product(s) do you market? (several choices possible) | * Cocoa * Coffee * Cashew nuts |
| In which country is your organisation located? | * Benin * Burkina Faso * Burundi * Ivory Coast (for the **cocoa** sector only) * Ethiopia (for the **coffee** sector only) * Ghana (for the **cocoa** sector only) * Guinea [Conakry] * Kenya (for the **coffee** sector only) * Mali * Mozambique * Uganda * Democratic Republic of Congo * Rwanda * Senegal * Tanzania |
| Do you have certified accounts for the last two years? | * yes * no |
| Please provide a copy of the financial statements for the previous 2 years  (profit and loss account + balance sheet for the last two closed financial years). | |
| Will your organisation be directly responsible for the preparation and management of the action for which this grant is requested? | * yes * no |

## Governance, social and environmental impact

|  |  |
| --- | --- |
| For **organisations of producers, producers’ cooperatives**  [private companies: scroll down] | |
| Board of Directors | |  |  |  |  | | --- | --- | --- | --- | | **Board members** at the start of the organisation | | Currently | | | Total |  | Total |  | | % men |  | % men |  | | % women |  | % women |  |   How is the Board being elected?  What is the duration of the term/mandate? Is it renewable? |
| General Assembly | |  |  |  |  | | --- | --- | --- | --- | | **Total members** at the start of the organisation | | Currently | | | Total |  | Total |  | | % men |  | % men |  | | % women |  | % women |  |   On what basis are new members accepted?  How many General Assembly meetings are held each year?  What is the participation rate? |
| Decision-making process: Explain how the members are involved in the decision-making process of the organisation. |
| Financial contribution of members: Explain how the members contribute financially (membership fee, annual fee, …) and for how much? |
| Services to members: Explain what services the organisation provides to its members (both professional and otherwise): |
| Please provide two recent reports of the General Assemblies and a list of the members of the Board of Directors and the Management Committee. | |
| Does the organisation have an impact on the social development of its producers (and their communities)? Please explain. | -  -  - |
| What measures are taken to foster an inclusive, gender-sensitive environment free from discrimination? | Non-exhaustive examples:  - Do your work regulations, infrastructure and organisation include specific measures for a gender-sensitive environment (pregnant women, breastfeeding women, etc.)? Please explain.  - Do your work rules and practices include training and dialogue on sexism, discrimination and harassment at work? If so, please explain.  - Are your facilities adapted to the inclusion of partners, customers and workers with disabilities?  - Do you have a policy or specific actions to promote women's entrepreneurship or career development? Or to promote positive masculinity and other role models in the organisation? Explain |
| Which initiatives are taken with regard to the environment? (agroecological practices: waste management; soil and water conservation; protection, maintaining and/or restoration of biodiversity; protection, maintaining and/or restoration of forests and other natural ecosystems; use of shade trees, etc)? |  |
| For **private social enterprises:** | |
| Board of Directors | |  |  |  |  | | --- | --- | --- | --- | | **Board members** at the start of the organisation | | Currently | | | Total |  | Total |  | | % men |  | % men |  | | % women |  | % women |  |   How is the Board being elected?  What is the duration of the term/mandate? Is it renewable? |
| From how many farmers are you buying? | |  |  |  |  | | --- | --- | --- | --- | | At the start of the organisation | | Currently | | | Total |  | Total |  | | % men |  | % men |  | | % women |  | % women |  |   On what basis are they selected? |
| Please explain the nature of your relationship with suppliers and indicate if you have a signed contract with them.  Are they grouped in associations or cooperatives? |  |
| Do they have shares in the capital of the company? If yes, how many shares do they have in %? Explain how the benefits are distributed (when applicable).  Precise which official documents detail these modalities and join a copy. |  |
| Explain what services the company provides to its suppliers and their producers (both professional and otherwise): |  |
| Does the company have an impact on the social development of its suppliers, their producers and their communities? Please explain. |  |
| What measures are taken to foster an inclusive, gender-sensitive environment free from discrimination? | Non-exhaustive examples:  - Do your work regulations, infrastructure and organisation include specific measures for a gender-sensitive environment (pregnant women, breastfeeding women, etc.)? Please explain.  - Do your work rules and practices include training and dialogue on sexism, discrimination and harassment at work? If so, please explain.  - Are your facilities adapted to the inclusion of partners, customers and workers with disabilities?  - Do you have a policy or specific actions to promote women's entrepreneurship or career development? Or to promote positive masculinity and other role models in the organisation? Explain |
| Which initiatives are taken with regard to the environment? (agroecological practices: waste management; soil and water conservation; protection, maintaining and/or restoration of biodiversity; protection, maintaining and/or restoration of forests and other natural ecosystems; use of shade trees, etc)? |  |

## Summary of the action

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

|  |  |
| --- | --- |
| Title of action |  |
| 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*) |  |
| As a reminder: The contracting beneficiary must **co-finance at least 10% of the total project budget**. This means that if the contribution requested from the contracting authority amounts, for example, to 90,000 euros, the contracting beneficiary will have to finance at least 10,000 euros of a project costing a minimum of 100,000 euros.  The action presented will therefore be financed up to a maximum of 90% of the eligible expenditure presented in the final financial report. The remaining minimum 10% will be borne by the contracting beneficiary. | |
| Total budget of the action (amount) | <*EUR* > |
| Funding requested from Enabel (maximum 90% of total budget) | <*EUR* > |
| Specific objective(s) |  |
| Target group(s)[[1]](#footnote-1) |  |
| Final beneficiaries[[2]](#footnote-2) |  |
| Estimated results |  |
| Main activities |  |

## 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 above.
* 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.

How do the proposed activities contribute to the organisation's development strategy and/or action plan for sustainability, decent income and decent work?

### Relevance to the particular needs and constraints of the target country, the target region(s) and/or sectors concerned

Please provide all of the following information:

Clearly define the specific pre-project situation in the target country/countries, target region(s) 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.

### 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 (if possible quantified and if possible with expected percentage of men/women), 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 people living with disabilities, the rights of minorities and the rights of indigenous populations.

## The applicant’s experience

This information will enable applicants to evaluate whether they have sufficient and solid enough experience in managing actions in the same sector and on a scale comparable to that for which a grant is being requested.

1. For similar actions

Please give a detailed description of actions carried out in the same sector and on a scale comparable to that for which a grant is being requested and which were managed by your organisation in the last three years.

Please provide a contract + a certificate of completion for each experience presented.

1 page maximum per action.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of applicant:** | | | | | | |
| **Project title:** | | **Sector:** | | | | |
| **Location of action** | **Cost of action (EUR)** | **Role in action: coordinator, co-applicant, …** | | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | | … | … |
| **Action objectives and results** | | | | | | |
|  | | | | | | |

1. For other actions.

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

Please provide a contract + a certificate of completion for each experience presented.

1 page maximum per action and 10 actions maximum.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of applicant:** | | | | | | |
| **Project title:** | | **Sector:** | | | | |
| **Location of action** | **Cost of action (EUR)** | **Role in action: coordinator, co-applicant, …** | | **Donors for the action (name)** | **Amount of the contribution (from the donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | | … | … |
| **Action objectives and results** | | | | | | |
|  | | | | | | |

## 

## Information on the applicant

### Capacity to manage and perform actions

#### Experience by sector

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sector | Year(s) of experience | Experience over the last 7 years | Number of projects over the last 7 years | Estimated amount (in EUR) invested in this sector over the last 7 years |
|  |  |  |  |  |

### Resources

#### Financial data

* *Please provide the following information, where applicable, based on the certified management accounts and balance sheet of your organisation.*
* Specify currency, whether amounts are in thousands, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Turnover or equivalent | Net profit or equivalent | Balance sheet total | Equity capital or equivalent | Medium and long-term debt | Short-term debt (< 1 year) |
| N[[3]](#footnote-3) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-2 |  |  |  |  |  |  |

Please provide a copy of the certified financial statements for the previous 2 years (income statement + balance sheet for the last two closed financial years).

#### Source(s) of financing

* *Please indicate your organisation’s source(s) of revenue (public donors, private sector, contributions from members and others) and their respective proportions.*
* *Please fill in the following table for sources of funding for the same action as the subject of this application or similar actions*
* Specify currency, whether amounts are in thousands, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Donor** | **Title of the Action financed** | **Amount** | **Period of financing** | **Adress of donor** | **Contact person** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

#### Number of persons employed (full-time or equivalent)

|  |  |  |
| --- | --- | --- |
| Type of staff | Paid (number) | Unpaid (number) |
| Local staff: recruited and based in the country | … men  … women | … men  … women |

### List of members on your organisation’s board of directors/management committee

| Name | Profession | Function | Country corresponding to nationality | Member of the board since |
| --- | --- | --- | --- | --- |
| Mr |  |  |  |  |
| Ms |  |  |  |  |

### The applicant’s concept note declaration

The applicant, represented by the undersigned, the applicant’s authorised signatory for this Call for Proposals, 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, 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 is eligible in accordance with the criteria set out in points 2.1.1 of the guidelines for applicants and is 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** |  |

# PART B: proposal

***To be completed only by applicants who receive an invitation to submit a proposal***

## General information

|  |  |
| --- | --- |
| Call for Proposals number | BEL22010-10023 |
| Title of the Call for Proposals | Trade for Development Centre – Call for Proposals for the implementation of a strategy and/or an action plan to be more sustainable and more respectful of decent income and decent work |
| Name of the applicant |  |
| Proposal number[[4]](#footnote-4) |  |
| Title of action |  |
| **Location of action**  - *specify the country/countries and the region/regions that will benefit from the action* |  |

## Description of the action

### Description (maximum 3 pages)

Provide a description of the proposed action including all the information requested below, by referring to the specific objective(s) and results described in the concept note:

* explain the specific expected results by outlining how the action will improve the situation of the target groups and final beneficiaries/partners, as well as the technical capacities and management of target groups;
* define and describe in detail each activity (or group of tasks) to be undertaken to produce results, justifying the choice of activities. Do not repeat the action plan (requested below), but demonstrate the project’s coherence. In particular, list any proposed publications;
* describe/highlight any changes to information originally provided in the concept note.

### Methodology (maximum 5 pages)

Describe in detail:

* the implementation methods chosen and the reasons for this choice;
* if the action continues an existing action, how it is based on the results of this action (give the main conclusions and recommendations from any evaluations carried out);
* if the action falls within the framework of a larger programme, how the action fits into this or, where applicable, how coordination is ensured with this programme or with a potential planned project (please outline any potential synergies with other interventions or initiatives, particularly related to Belgium);
* monitoring and internal and/or external evaluation procedures;
* the participation and role of various actors and stakeholders [target groups, local authorities, etc.] in the action and the reasons for which these roles were assigned to them;
* the organisational structure and team proposed for implementing the action (by function: there is no need to state names of persons);
* the primary means proposed for implementation of the action (facilities, equipment and supplied to be purchased or hired);
* the attitudes of all stakeholders to the action generally and to the activities specifically.

### Duration of the indicative action plan for implementation of the action (maximum 4 pages)

The duration of the action will be <X> months. In all cases, the subsidised action must end by 30 September 2027 at the latest.

Applicants should not indicate a specific starting date for implementation of the action but simply indicate “month 1”, “month 2”, etc..

It is recommended that applicants base the estimated duration of each activity and the total period on the most likely duration and not on the shortest possible duration, taking into account all relevant factors which could affect the implementation timetable.

The activities provided for in the action plan must correspond to those described in detail in point 2.1.1. Any period without activities must be included in the action plan and in the evaluation of the total estimated duration of the action.

The action plan for the first 12 months of implementation must be sufficiently detailed to give an idea of the preparation and implementation of each activity. The action plan for each subsequent year may be more general and only needs to indicate the main activities proposed for these years. For this purpose, it must be divided into 6-month periods (NB.: a more detailed action plan for each subsequent year must be submitted before any new pre-financing payment in accordance with Article 11 of the Grant Agreement special conditions).

The action plan will be drafted in accordance with the following template:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Quarter 1 | | | | | Quarter 2 | | | Quarter 3 | | | Quarter 4 | | |
| Activity | | Month 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Example | | example |  |  |  | |  |  |  |  |  |  |  |  |
| Preparation Activity 1 (title) | |  |  |  |  | |  |  |  |  |  |  |  |  |
| Performance Activity 1 (title) | |  |  |  |  | |  |  |  |  |  |  |  |  |
| Preparation Activity 2 (title) | |  |  |  |  | |  |  |  |  |  |  |  |  |
| Etc. | |  |  |  |  | |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | 6-month period 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Example | example |  |  |  |  |  |  |  |
| Performance Activity 1 (title) |  |  |  |  |  |  |  |  |
| Performance Activity 2 (title) |  |  |  |  |  |  |  |  |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  |
| Etc. |  |  |  |  |  |  |  |  |

### Sustainability of the action (maximum 3 pages)

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

* describe the expected impact of the action at the technical, economic, social and political levels, including quantified data where possible (will the action contribute to improving legislation, codes of conduct, methods, what impact will it have on the ecosystem in general, etc.?);
* describe a distribution plan and the possibilities of replicating and extending the action’s results (multiplier effect), clearly indicating all proposed distribution channels;
* provide a detailed analysis of the risks and emergency plans. This must include a list of risks associated with each action proposed, along with measures to address them. A good analysis of risks will include a series of standard risks including physical, environmental, political, economic and social risks;
* describe the main pre-conditions and assumptions during and after the implementation phase;
* explain how the action will become sustainable once successfully completed. This may involve monitoring actions, internal strategy actions, ownership actions, communication plan actions, etc. Please distinguish between the following four sustainability aspects:

1. financial sustainability: for example, the financing of monitoring activities, sources of revenue to cover all future operational and maintenance costs;
2. institutional level: for example, the structures that will allow the results of the action to remain in place after the action ends, capacity building, agreements and local “ownership” of action results;
3. viability at the political level, for example, where applicable, the structural impact (improved legislation, consistency with existing frameworks, codes of conduct or methods);
4. environmental viability (what impact will the action have on the environment?; mention the conditions put in place to avoid negative effects on the natural resources on which the action depends as well as on the natural environment in the broad sense).

### Logical framework

Please complete Annex C of the guidelines for applicants.

### Budget, amount requested from the contracting authority and other expected sources of financing

Please complete Annex B of the guidelines for applicants:

* the action budget for the total duration of the action and planning for the first four quarters.

For more information, see guidelines for grant applicants (points 1.3, 2.1.4).

As a reminder: The contracting beneficiary must **co-finance at least 10% of the total project budget**. This means that if the contribution requested from the contracting authority amounts, for example, to 90,000 euros, the contracting beneficiary will have to finance at least 10,000 euros of a project costing a minimum of 100,000 euros.

The action presented will therefore be financed up to a maximum of 90% of the eligible expenditure presented in the final financial report. The remaining minimum 10% will be borne by the contracting beneficiary.

Please note that the cost of the action and the contribution requested from the contracting authority must be indicated in euros.

## The applicant’s declaration for the proposal

The applicant, represented by the undersigned, the applicant’s authorised signatory for this Call for Proposals, hereby declares that:

* the applicant has sufficient financial capacities for carrying out the proposed action or work programme;
* the applicant certifies its legal status in accordance with the legal entity form of this application;
* the applicant shall be directly responsible for the preparation, management and implementation of the action, and is not acting as an intermediary;
* if recommended for a grant, the applicant shall accept the contractual conditions as laid down in the standard grant agreement annexed to the guidelines for applicants (Annex E);
* the applicant is eligible according to the criteria set out in points 2.1.1 of the guidelines for applicants and is therefore not in a situation of exclusion for one of the reasons indicated in Annex VII of the model grant agreement provided in the annex to the guidelines for applicants;
* By signing this proposal, the applicant undertakes that no expenditure will be the subject of double financing, ie that no expenditure charged to the action emerges from several sources of financing (public or private) in order to achieve a level of coverage of more than 100%.

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** |  |

1. “Target groups” are groups/entities which will directly benefit from the action at the level of the action’s objective. [↑](#footnote-ref-1)
2. “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-2)
3. N = previous financial year [↑](#footnote-ref-3)
4. Only for two phases procedures; where the contracting authority has evaluated the concept note, it shall inform the applicant of the result and allocate a proposal number. [↑](#footnote-ref-4)