



Annex A of the Guidelines for Calls for Proposals

GRANT APPLICATION FILE TEMPLATE

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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.

Uganda

Contracting authority: Enabel

Call for Proposals for the intervention:

Green and Decent Jobs for Youth (WeWork) in the Rwenzori & Albertine region

UGA22005

Grant application file

Reference: UGA22005-10036

Deadline for submission of

Concept notes (PART A): 4/06/2024

Proposal (PART B): 22/07/2024

File No.	
(for internal use only)	

1. PART A CONCEPT NOTES

Administrative section

The applicant must ensure the text:

- Does not exceed the page limit in each section.
- Provides the information requested in the sections below, in the order in which it is requested, and proportionally to its relative importance.
- Provides comprehensive information.
- Is drafted as clearly as possible for evaluation.
- Ensure all the annexes are attached.

CHECKLIST FOR CONCEPT NOTE APPLICATION	
Please ensure that the following is attached to your concept note application form	Submitted:
The concept note declaration signed by the lead applicant	Yes / No
Statutes or articles of association of the lead applicant and any co-applicants.	Yes / No
Permit to operate in the targeted refugee settlement(s)	Yes / No / Not applicable
An external audit report produced by an approved auditor, certifying the lead applicant accounts for the last available financial year where the total grant amount requested is above EUR 200,000 (not applicable to public beneficiary-contractors)	Yes / No / Not applicable
A copy of the lead applicant's most recent approved financial statements (income statement and balance sheet for the last two closed financial years) ¹	Yes / No
The legal entity file (see Annex D of these guidelines) duly completed and signed by the applicant and any co-applicant, along with the supporting documents requested	Yes / No
An official document(s) confirming the designation of the authorized representative(s) of the organization	Yes / No

Name of applicant*	
Nationality of applicant ^{2*}	
Type of organisation*	<input type="checkbox"/> Non-governmental organization <input type="checkbox"/> Community-based organization

¹ This does not apply where the accounts are in practice the same documents as the external audit report already provided pursuant to point above

²The 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.

	<input type="checkbox"/> Foundation <input type="checkbox"/> Business development service provider <input type="checkbox"/> Business membership Organisation <input type="checkbox"/> Other:
Legal status of lead applicant ^{3*}	
Registration number (or equivalent) lead applicant*	
Name of co-applicant(s) ^{4*}	
Legal status of co-applicant(s) ^{5*}	
Physical address of co-applicant*	
Type of organisation(s)	<input type="checkbox"/> Private technical and vocational training institution <input type="checkbox"/> Public technical and vocational training institution <input type="checkbox"/> Non-governmental organization <input type="checkbox"/> Community-based organization <input type="checkbox"/> Foundation <input type="checkbox"/> Business development service provider <input type="checkbox"/> Business membership organization/association <input type="checkbox"/> Business cooperation <input type="checkbox"/> Not-for-profit company <input type="checkbox"/> Other:
Registration number co-applicant(s)*	
Link between the lead and the co-applicant(s):	
Contact details of the applicant to be used for this action	

³ **see Annex:** legal entity form

⁴ Note that only joint applications are eligible. Minimum one and maximum two co-applicants can be identified. Use one line per applicant.

⁵ See annex: legal entity form; Attach registration certificate and by laws/articles of Association.

Postal Address*:	
Physical Address*	
Telephone number* (fixed and mobile): country code + number	
Contact person for this action*:	
Email of the contact person*:	
Organisation's website:	

(*) 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.

1.1 SUMMARY OF THE ACTION

Please complete the table below

Title of action*:	
<i>Please specify the lot you are submitting an application for:</i>	<input type="checkbox"/> <u>Lot 1: Agriculture</u> <input type="checkbox"/> <u>Lot 2: Green economy</u>
Sectors and trades within the lot* <i>Please specify for the selected lot the sector(s) and specify the trade(s)/occupation(s) subject to the training(s)</i>	
Location(s) of the action *- <i>indicate the country/countries and the region/regions which will benefit from the action</i>	Districts: <input type="checkbox"/> Hoima <input type="checkbox"/> Kasese <input type="checkbox"/> Kyegegwa <input type="checkbox"/> Kabarole
Total duration of the action*:	<Months>

Financing requested* (amount)	<EUR>
Target group(s)/direct beneficiaries ^{6*}	<Total number targeted> <Age limits> <% male & female>
Specific objectives*	
Estimated results*	
Main activities*	
Training duration and % of the total training duration that will be dedicated to work-based learning/industrial training* Note: Minimum duration of work-based learning is 30% of training duration	
Total duration of post-training support* Note: Minimum duration is 6 months	
DIT assessment and certification*	<input type="checkbox"/> Yes, for all trainings <input type="checkbox"/> Yes, for some of the trainings <input type="checkbox"/> No
Give the estimated cost per trainee for each of the trades proposed:	< Training cost / trainee / day = XX EUR>

*compulsory

1.2 DESCRIPTION OF THE ACTION (MAX. 3 PAGES)

1.2.1 Summary information

The action objectives listed in the table under title 1.1

General information on preparing the action and 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.

A description of the main stakeholders, their attitude to the action and any consultation with them.

⁶ “Target groups” are groups/entities which will directly benefit from the action at the level of the action’s objective.

1.2.2 Timeline

An indication of the action's indicative timetable

Year 1					
Activity	Q 1	Q 2	Q3	Q 4	Organisation responsible for implementation

Year 2					
Activity	Q 1	Q 2	Q3	Q 4	Organisation responsible for implementation

1.2.3 Approach to skills development

Please describe the different components of the training programme(s) planned under the action and their duration;

- Specify how the quality of training will be ensured and continuously monitored
- Specify the proposed WBL approach (i.e. detailing the approach to identify WBL providers and/or listing any potential WBL providers already identified, roles and responsibilities of all parties involved in organizing WBL, monitoring and support processes, quality assurance etc);
- Specify the integration of transversal employability skills (soft skills, entrepreneurship/business skills, digital skills, other 21st century skills) in the training programmes;
- Specify all post-training employment support strategies that the action adopts to facilitate graduates' integration in the labour market.

1.2.4 Involvement of the private sector

- Specify how and to what extent representatives of the labour market would be involved in the planning, the set-up/design and/or the implementation (e.g. in training delivery, career guidance, coaching/counselling, transversal skills trainings, assessment, other) of the action

1.3 RELEVANCE OF THE ACTION (MAX. 3 PAGES)

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

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 priorities, key principles, underlying themes or sectors and any other specific needs indicated under point 2.1.3 in the Call for Proposals guidelines

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

Please provide all of the following information:

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.

Clearly demonstrate how the action addresses local labour market needs/skill gaps in the targeted region(s)

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

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 both the proposed training and of the proposed Employment Support Services 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.

1.3.4 Synergies and collaboration

Explain synergies and complementarity in expertise between lead- and co-applicant. Explain relevant collaborations with other organizations and stakeholders contributing to the action’s objectives

*Outline possible synergies or coordination with other relevant initiatives, programmes or projects
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*

1.3.5 Elements with a particular added value

Indicate other specific elements having an added value, relating for example to innovation and good practices in Skills Development and Employment Support Services, collaboration with the private sector, the promotion of gender equity and social inclusion, or other interdisciplinary questions such as integration of environmental issues, of technology/digitalization, etc.

1.3.6 Budget estimation

S/ NO	Category of expenses	Activity	Budget (in EUR)
1	Operational costs		
2	Management costs		

3	<i>Structure costs (maximum 7% of operational costs)</i>		
	<i>Total</i>		



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	

2. PART B PROPOSAL

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

2.1 GENERAL INFORMATION

Call for Proposals number	
Title of the Call for Proposals	
Name of the applicant	
Proposal number⁷	
Title of action	
Location of action <i>- specify the country/countries and the region/regions that will benefit from the action</i>	Districts: <input type="checkbox"/> Hoima <input type="checkbox"/> Kasese <input type="checkbox"/> Kyegegwa <input type="checkbox"/> Kabarole
<i>Please specify the lot you are submitting an application for:</i>	<input type="checkbox"/> <u>Lot 1: Agriculture</u> <input type="checkbox"/> <u>Lot 2: Green economy</u>
Sectors and trades within the lot* <i>Please specify for the selected lot the sector(s) and specify the trade(s)/occupation(s) subject to the training(s)</i>	
Duration of the action (months)	
Amount requested	<EUR>
Target group(s)/direct beneficiaries⁸	<Total number targeted> <Age limits> <% male/female> <% refugee/host community>

⁷ 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.

⁸ Target groups⁸ are groups/entities/beneficiaries which will directly benefit from the action at the level of the action's objective

2.2 DESCRIPTION OF THE ACTION

2.2.1 Description (maximum 13 pages)

Provide a description of the proposed action including all the information requested below, by referring to the general objective and to the specific objective(s) and outputs 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 as well as the technical capacities and management of target groups and local co-applicants;
- In what ways is the initiative addressing the labour market needs or local economy needs (Explain how you know that the project (skills development training) fulfils a (market) demand, and that the outputs of this project are needed/required
- For each result, define and describe in detail each activity (or group of tasks) to be undertaken to produce results, justifying the choice of activities and specifying the role of each applicant or stakeholder. Do not repeat the action plan (requested in point 2.2.4 below), but demonstrate the project's coherence. Support your comments with quantitative figures (e.g. # of outreach activities, # of training sessions/training hours, # of trainees per training programme, etc)
- Describe/highlight any changes to information originally provided in the concept note.

2.2.2 Strategic approach (maximum 3 pages)

Describe in detail all of the following:

- The final beneficiaries targeted by the action and the specific strategies the action deploys and the services it includes to ensure social inclusion / equitable access to both training and employment of the final beneficiaries / vulnerable host community and refugee youth and women/girls in the targeted region (i.e. strategies and services addressing specific training needs of the specific vulnerable target groups);
- How and to what extent the private sector would be involved in the planning, set-up/design and/or operation (e.g. in training delivery, career guidance, coaching/counselling, transversal skills trainings, assessment, ...) of the action, and the perceived value of this collaboration for the outcomes of the action;
- How the action would organize the WBL component of the training programmes and ensure its quality, detailing the instruments and processes, the roles and responsibilities of all stakeholders involved, strategies to support the companies involved in mentoring trainees in a safe workspace, etc;
- The modality and content of the transversal employability trainings integrated in the training programmes;
- The type of certification to be acquired upon successful completion of trainings
- The employment support strategies/services the action it to enhance beneficiary graduates to access employment opportunities.

2.2.3 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);
- Monitoring and internal and/or external evaluation procedures;
- The participation and role of various actors and stakeholders (co-applicant(s), target groups, local authorities, etc.) in the action and the reasons for which these roles were assigned to them, and their attitudes to the action generally and/or to the activities specifically;
- 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);

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

The duration of the action will be <X> months.

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. The organisation responsible for implementation must be either the applicants, the associates or the sub-contractors. 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:

Year 1													
	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Organisation responsible for implementation
Example	example												Example
Preparation Activity 1 (title)													applicant

- How will you inform and engage the key government actors in your strategy? E.g. (Deputy) CAO / DEO / etc. ?
- 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:
 - a) financial sustainability: for example, the financing of monitoring activities and revenue sources to cover all future operational and maintenance costs;
 - b) 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;
 - c) 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).

2.2.7 Logical framework

Please complete Annex C of the guidelines for applicants.

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

Please complete Annex B of the guidelines for applicants for the following points:

- the action budget (calculation sheet 1) for the total duration of the action and planning for the first four quarters;
- budget justification (calculation sheet 2) for the total duration of the action.

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

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

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

2.3 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.

i) 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.

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					

ii) For other actions.

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

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					

2.4 EXPERIENCE OF THE CO-APPLICANT(S)

This information will enable co-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.

i) 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.

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					

i) For other actions.

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

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					

2.5 INFORMATION ON THE APPLICANT

2.5.1 The applicant's administrative data

Name of organisation:	
Legal status:	
Acronym:	
Registration number (or equivalent):	
Date of registration:	
Place of registration:	
Official address of registration:	
Organisation's email address and website where applicable:	
Telephone no.:	

Any change of address, telephone number, fax and email must be notified to the contracting authority. The contracting authority will not be liable if it is not able to reach an applicant.

2.5.2 Category

Choose a category in Annex i

2.5.3 Target group(s)

Indicate your organisation's main target groups (see Annex ii)

2.5.4 Capacity to manage and perform actions

2.5.4.1 Experience by sector (see Annex iii)

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

2.5.5 Resources

2.5.5.1 Financial data

Please provide the following information, where applicable, based on the management accounts and balance sheet of your organisation (amounts in thousands of euros)

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 ⁹						
N-1						
N-2						

2.5.5.2 Source(s) of financing

- *Please indicate your organisation's source(s) of revenue (public donors, private sector, contributions from members and others) and any additional information requested 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*

⁹ N = previous financial year

Donor	Title of the Action financed	Amount	Period of financing	Address of donor	Contact person

If the grant requested is greater than EUR 200,000, please provide the references of the external audit report drawn up by an approved auditor, certifying the applicant's accounts from the last available financial year. This obligation does not apply to public organisations.

Year	Name of the approved auditor	Period of validity
N		From dd/mm/yyyy to dd/mm/yyyy
N – 1		From dd/mm/yyyy to dd/mm/yyyy
N – 2		From dd/mm/yyyy to dd/mm/yyyy

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

Type of staff	Paid (number)	Unpaid (number)
Local staff: recruited and based in the developing country		

2.5.6 List of members on your organisation's board of directors/management committee

Name	Department	Function	Country corresponding to nationality	On the board since
Mr				
Ms				

2.6 THE CO-APPLICANT(S)

2.6.1 Administrative data

This section must be completed for each co-applicant within the meaning of point 2.1.1 of the guidelines for applicants. **You should copy this table as many times as necessary for adding co-applicants.**

Co-applicant no. 1	
Name of organisation:	
Acronym:	
Registration number (or equivalent):	
Date of registration:	
Place of registration:	
Official address of registration:	
Country of registration:	
Organisation's email address and website where applicable:	
Telephone no.: country code + city code + number	
Legal status:	
History of co-operation with the applicant:	
Category (See Annex I):	
Target group (See Annex ii):	
Sector (see Annex iii):	

2.6.2 History of co-operation with the applicant

Describe history

2.6.3 Capacity to manage and implement the actions

Experience by sector (see Annex iii)			
Sector	Year(s) of experience	Number of projects over the last 7 years	Estimated amount (in thousands of EUR) invested in this sector over the last 7 years

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Mandate [for the co-applicant(s)]

The co-applicant(s) shall authorise the applicant <indicate the organisation name> to submit in their name this application form and to sign the standard Grant Agreement (Annex E of the guidelines for applicants) with <indicate the name of the contracting authority > and to be represented by the applicant in all matters concerning this Grant Agreement.

I have read and approved the content of the proposal submitted to the contracting authority. I undertake to satisfy the principles of good practice concerning partnerships.

Name:	
Organisation:	
Function:	
Signature:	
Date and place:	

Repeat as many times as there are co-applicants

2.7 ASSOCIATE(S) OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each organisation associated within the meaning of point 2.1.2 of the guidelines for applicants. **You should copy this table as many times as necessary for adding associates.**

Associate 1	
Full legal name (business name)	
Country of registration	
Legal status¹⁰	
Official address	
Contact person	
Telephone no.: country code + city code + number	
Email address	
Number of employees	
Experience in similar actions, depending on their role in the implementation of the proposed action	
History of co-operation with the applicant	
Role and participation in the preparation of the proposed action	
Role and participation in the implementation of the proposed action	

¹⁰ E.g. not-for-profit, governmental organisation

2.8 THE APPLICANT'S DECLARATION FOR THE PROPOSAL

The applicant, represented by the undersigned, the applicant's authorised signatory for this Call for Proposals, representing any co-applicant(s) in the proposed action, hereby declares that

- the applicant has sufficient financial capacities for carrying out the proposed action or work programme;
- the applicant certifies both its legal status and that of its co-applicant(s) in accordance with parts 2.5, and 2.6 of this application;
- the applicant **and** its co-applicant(s) have the professional skills and diplomas required in section 2.1.1 of the guidelines for applicants.
- 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, 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 and, where applicable, each co-applicant are eligible according to the criteria set out in points 2.1.1 of the guidelines for applicants and are 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) of in order to achieve a level of coverage of more than 100%.

The applicant declares on honor 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	

Annex i

Category	Public sector	Private Sector
	<ul style="list-style-type: none"> <input type="checkbox"/> Public administration <input type="checkbox"/> Decentralised representatives of State <input type="checkbox"/> International organisation <input type="checkbox"/> Legal institution <input type="checkbox"/> Local government <input type="checkbox"/> Executing agency <input type="checkbox"/> University/education <input type="checkbox"/> Research institute <input type="checkbox"/> Think Tank <input type="checkbox"/> Foundation <input type="checkbox"/> Association <input type="checkbox"/> Media <input type="checkbox"/> Network/Federation <input type="checkbox"/> Professional and/or industrial organisation <input type="checkbox"/> Trade union <input type="checkbox"/> Cultural organisation <input type="checkbox"/> Commercial organisation 	<ul style="list-style-type: none"> ↑ Executing agency ↑ University/education ↑ Research institute ↑ Think Tank ↑ Foundation ↑ Association ↑ Media ↑ Network/Federation ↑ Professional and/or industrial organisation ↑ Trade union ↑ Cultural organisation ↑ Commercial organisation ↑ Other non-State actor

Annex ii

<ul style="list-style-type: none"> <input type="checkbox"/> All public <input type="checkbox"/> Child soldiers <input type="checkbox"/> Children (under 18 years old) <input type="checkbox"/> Grassroots community/communities <input type="checkbox"/> Consumers <input type="checkbox"/> Disabled <input type="checkbox"/> Drug users <input type="checkbox"/> Educational bodies (schools, universities) <input type="checkbox"/> Old people <input type="checkbox"/> Sick people (malaria, tuberculosis, HIV/AIDS) <input type="checkbox"/> Indigenous peoples <input type="checkbox"/> Local governments <input type="checkbox"/> Migrants <input type="checkbox"/> Non-Governmental Organisations <input type="checkbox"/> Prisoners <input type="checkbox"/> Professional category <input type="checkbox"/> Refugees and displaced persons <input type="checkbox"/> Research bodies/Researchers <input type="checkbox"/> SMEs/SMIs <input type="checkbox"/> Students <input type="checkbox"/> Slum-dwellers <input type="checkbox"/> Victims of conflicts/catastrophes <input type="checkbox"/> Women <input type="checkbox"/> Young people <input type="checkbox"/> Other(s) (please specify):
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Annex iii

<input type="checkbox"/>	11		Education
<input type="checkbox"/>		111	Education, level not specified
<input type="checkbox"/>		11110	Education policy and administrative management
<input type="checkbox"/>		11120	Educational and training facilities
<input type="checkbox"/>		11130	Teacher training
<input type="checkbox"/>		11182	Education research
<input type="checkbox"/>		112	Basic education
<input type="checkbox"/>		11220	Primary education
<input type="checkbox"/>		11230	Education for a better quality of life for young people and adults
<input type="checkbox"/>		11240	Early childhood education
<input type="checkbox"/>		113	Secondary education
<input type="checkbox"/>		11320	Secondary teaching
<input type="checkbox"/>		11330	Professional training
<input type="checkbox"/>		114	Post-secondary education
<input type="checkbox"/>		11420	Higher education
<input type="checkbox"/>		11430	Advanced technical training in management
<input type="checkbox"/>	12		Health
<input type="checkbox"/>		121	Health, general
<input type="checkbox"/>		12110	Health policy and administrative management
<input type="checkbox"/>		12181	Medical education and training
<input type="checkbox"/>		12182	Medical research
<input type="checkbox"/>		12191	Medical services
<input type="checkbox"/>		122	Basic health
<input type="checkbox"/>		12220	Basic healthcare and health services
<input type="checkbox"/>		12230	Infrastructure for basic health
<input type="checkbox"/>		12240	Basic nutrition
<input type="checkbox"/>		12250	Fight against infectious diseases
<input type="checkbox"/>		12261	Health education
<input type="checkbox"/>		12281	Health staff training
<input type="checkbox"/>	13		Population programmes
<input type="checkbox"/>			Policy on population/health and fertility
<input type="checkbox"/>		13010	Policy/programmes on population and administrative management
<input type="checkbox"/>		13020	Fertility health-care
<input type="checkbox"/>		13030	Family planning
<input type="checkbox"/>		13040	Fight against STDs and HIV/Aids
<input type="checkbox"/>		13081	Staff training on population, health and fertility
<input type="checkbox"/>	14		Water supply and sanitation
<input type="checkbox"/>		140	Water supply and sanitation
<input type="checkbox"/>		14010	Water resources policy and administrative management
<input type="checkbox"/>		14015	Water resources protection
<input type="checkbox"/>		14020	Water supply and sanitation – large-scale systems
<input type="checkbox"/>		14030	Basic drinking water supply and basic sanitation
<input type="checkbox"/>		14040	River basin development
<input type="checkbox"/>		14050	Waste treatment
<input type="checkbox"/>		14081	Education/training in water supply and sanitation
<input type="checkbox"/>	15		Government and civil society
<input type="checkbox"/>		151	Government and civil society, general
<input type="checkbox"/>		15110	Economic and development policy/planning

<input type="checkbox"/>			15120	Financial management of the public sector
<input type="checkbox"/>			15130	Development of legal and judicial services
<input type="checkbox"/>			15140	Government administration
<input type="checkbox"/>			15150	Strengthening civil society
<input type="checkbox"/>			15161	Elections
<input type="checkbox"/>			15162	Human rights
<input type="checkbox"/>			15163	Freedom of information
<input type="checkbox"/>			15164	Equality of women, Organisations and institutions
<input type="checkbox"/>		152		Prevention and resolution of conflicts, peace and security
<input type="checkbox"/>			15210	Management and reform of security systems
<input type="checkbox"/>			15220	Civilian peace-building, conflict prevention and conflict resolution
<input type="checkbox"/>			15230	Peacekeeping after a conflict (UN)
<input type="checkbox"/>			15240	Reintegration and control of light weapons and small arms
<input type="checkbox"/>			15250	Removal of land mines
<input type="checkbox"/>			15261	Child soldiers (Prevention and disarmament)
<input type="checkbox"/>	16			Infrastructure and various social services
<input type="checkbox"/>			16010	Social services
<input type="checkbox"/>			16020	Employment policy and administrative management
<input type="checkbox"/>			16030	Housing policy and administrative management
<input type="checkbox"/>			16040	Low-cost housing
<input type="checkbox"/>			16050	Multi-sector assistance for basic social services
<input type="checkbox"/>			16061	Culture and leisure
<input type="checkbox"/>			16062	Statistical capacity building
<input type="checkbox"/>			16063	Fight against drug trafficking
<input type="checkbox"/>			16064	Mitigation of the social impact of HIV/Aids
<input type="checkbox"/>	21			Transport and warehousing
<input type="checkbox"/>		210		Transport and warehousing
<input type="checkbox"/>			21010	Transport policy and administrative management
<input type="checkbox"/>			21020	Road transport
<input type="checkbox"/>			21030	Rail transport
<input type="checkbox"/>			21040	Water transport
<input type="checkbox"/>			21050	Air transport
<input type="checkbox"/>			21061	Storage
<input type="checkbox"/>			21081	Education/training in transport and storage
<input type="checkbox"/>	22			Communication
<input type="checkbox"/>		220		Communication
<input type="checkbox"/>			22010	Communications policy and administrative management
<input type="checkbox"/>			22020	Telecommunications
<input type="checkbox"/>			22030	Radio, television, written press
<input type="checkbox"/>			22040	Information and communication technologies (ICT)
<input type="checkbox"/>	23			Energy
<input type="checkbox"/>		230		Energy production and distribution
<input type="checkbox"/>			23010	Energy policy and administrative management
<input type="checkbox"/>			23020	Energy production (non-renewable resources)
<input type="checkbox"/>			23030	Energy production (renewable resources)
<input type="checkbox"/>			23040	Transmission and distribution of electricity
<input type="checkbox"/>			23050	Gas distribution
<input type="checkbox"/>			23061	Oil-fired power plants
<input type="checkbox"/>			23062	Gas-fired power plants
<input type="checkbox"/>			23063	Coal-fired power plants

<input type="checkbox"/>		23064	Nuclear power plants
<input type="checkbox"/>		23065	Hydroelectric power plants and dams
<input type="checkbox"/>		23066	Geothermal energy
<input type="checkbox"/>		23067	Solar energy
<input type="checkbox"/>		23068	Wind energy
<input type="checkbox"/>		23069	Wave energy
<input type="checkbox"/>		23070	Biomass
<input type="checkbox"/>		23081	Education and training in the energy sector
<input type="checkbox"/>		23082	Research in the energy sector
<input type="checkbox"/>	24		Banks and financial services
<input type="checkbox"/>		240	Banks and financial services
<input type="checkbox"/>		24010	Financial policy and administrative management
<input type="checkbox"/>		24020	Monetary institutions
<input type="checkbox"/>		24030	Official financial intermediaries
<input type="checkbox"/>		24040	Financial intermediaries in the informal and semi-formal financial sectors
<input type="checkbox"/>		24081	Education/training in banking and financial services
<input type="checkbox"/>	25		Businesses and other services
<input type="checkbox"/>		250	Businesses and other services
<input type="checkbox"/>		25010	Business support services and institutions
<input type="checkbox"/>		25020	Privatisation
<input type="checkbox"/>	31		Agriculture, forestry and fishing
<input type="checkbox"/>		311	Agriculture
<input type="checkbox"/>		31110	Agricultural policy and administrative management
<input type="checkbox"/>		31120	Agricultural development
<input type="checkbox"/>		31130	Farmland resources
<input type="checkbox"/>		31140	Water resources for agricultural use
<input type="checkbox"/>		31150	Products for agricultural use
<input type="checkbox"/>		31161	Agricultural production
<input type="checkbox"/>		31162	Industrial production/crops grown for export
<input type="checkbox"/>		31163	Livestock
<input type="checkbox"/>		31164	Agrarian reform
<input type="checkbox"/>		31165	Alternative agricultural development
<input type="checkbox"/>		31166	Agricultural extension
<input type="checkbox"/>		31181	Education and training in the agricultural sector
<input type="checkbox"/>		31182	Agronomic research
<input type="checkbox"/>		31191	Agricultural services
<input type="checkbox"/>		31192	Protection of plants and crops, locust control
<input type="checkbox"/>		31193	Agricultural financial services
<input type="checkbox"/>		31194	Agricultural cooperatives
<input type="checkbox"/>		31195	Veterinary services (livestock)
<input type="checkbox"/>		312	Forestry
<input type="checkbox"/>		31210	Forestry policy and administrative management
<input type="checkbox"/>		31220	Development of forestry
<input type="checkbox"/>		31261	Reforestation (wood fuel and charcoal)
<input type="checkbox"/>		31281	Forestry education and training
<input type="checkbox"/>		31282	Forestry research
<input type="checkbox"/>		31291	Forestry services
<input type="checkbox"/>		313	Fishing
<input type="checkbox"/>		31310	Fishing policy and administrative management
<input type="checkbox"/>		31320	Development of fishing
<input type="checkbox"/>		31381	Education and training in the fishing sector
<input type="checkbox"/>		31382	Research into the fishing sector

<input type="checkbox"/>			31391	Services in the fishing sector
<input type="checkbox"/>	32			Industry, mining and construction
<input type="checkbox"/>		321		Manufacturing industries
<input type="checkbox"/>			32110	Industrial policy and administrative management
<input type="checkbox"/>			32120	Industrial development
<input type="checkbox"/>			32130	Development of Small and Medium-sized Enterprises (SMEs)
<input type="checkbox"/>			32140	Arts and crafts
<input type="checkbox"/>			32161	Agribusinesses
<input type="checkbox"/>			32162	Forestry industries
<input type="checkbox"/>			32163	Textile, leather and similar products industry
<input type="checkbox"/>			32164	Chemical products
<input type="checkbox"/>			32165	Chemical fertiliser production
<input type="checkbox"/>			32166	Cement, lime and plaster
<input type="checkbox"/>			32167	Energy manufacturing
<input type="checkbox"/>			32168	Pharmaceutical products
<input type="checkbox"/>			32169	Basic metal industry
<input type="checkbox"/>			32170	Non-ferrous metal industries
<input type="checkbox"/>			32171	Mechanical and electrical engineering
<input type="checkbox"/>			32172	Transport equipment
<input type="checkbox"/>			32182	Technological research and development
<input type="checkbox"/>		322		Extractive industries
<input type="checkbox"/>			32210	Policy on extractive industries and administrative management
<input type="checkbox"/>			32220	Prospecting and exploring for minerals
<input type="checkbox"/>			32261	Coal
<input type="checkbox"/>			32262	Oil and gas
<input type="checkbox"/>			32263	Ferrous metals
<input type="checkbox"/>			32264	Non-ferrous metals
<input type="checkbox"/>			32265	Precious metals and minerals
<input type="checkbox"/>			32266	Industrial minerals
<input type="checkbox"/>			32267	Mineral fertilisers
<input type="checkbox"/>			32268	Seabed resources
<input type="checkbox"/>		323		Construction
<input type="checkbox"/>			32310	Construction policy and administrative management
<input type="checkbox"/>	33			Trade and tourism
<input type="checkbox"/>		331		Trade policy and regulations
<input type="checkbox"/>			33110	Trade policy and administrative management
<input type="checkbox"/>			33120	Facilitation of trade
<input type="checkbox"/>			33130	Regional trade agreements
<input type="checkbox"/>			33140	Multilateral Trade negotiations
<input type="checkbox"/>			33181	Education/training in the field of trade
<input type="checkbox"/>		332		Tourism
<input type="checkbox"/>			33210	Tourism policy and administrative management
<input type="checkbox"/>	41			Environmental protection, general
<input type="checkbox"/>		410		Environmental protection, general
<input type="checkbox"/>			41010	Environmental policy and administrative management
<input type="checkbox"/>			41020	Biosphere protection
<input type="checkbox"/>			41030	Biological diversity
<input type="checkbox"/>			41040	Protection of sites
<input type="checkbox"/>			41050	Flood prevention and protection
<input type="checkbox"/>			41081	Environmental education and training

<input type="checkbox"/>		41082	Environmental research
<input type="checkbox"/>	43		Other multi-sectors
<input type="checkbox"/>		430	Other multi-sectors
<input type="checkbox"/>		43010	Multi-sector assistance
<input type="checkbox"/>		43030	Urban management and development
<input type="checkbox"/>		43040	Rural development
<input type="checkbox"/>		43050	Non-agricultural alternative development
<input type="checkbox"/>		43081	Multi-sector education and training
<input type="checkbox"/>		43082	Scientific and research institutions
<input type="checkbox"/>	51		Budget support
<input type="checkbox"/>		510	Budget support
<input type="checkbox"/>		51010	Budget support
<input type="checkbox"/>	52		Food aid for development/food safety purposes
<input type="checkbox"/>		520	Food aid for development/food safety purposes
<input type="checkbox"/>		52010	Food security and aid programmes
<input type="checkbox"/>	53		Aid in the form of products: other
<input type="checkbox"/>		530	Aid in the form of products: other
<input type="checkbox"/>		53030	Import subsidies (capital goods)
<input type="checkbox"/>		53040	Import subsidies (products)
<input type="checkbox"/>	60		Actions relating to debt
<input type="checkbox"/>		600	Actions relating to debt
<input type="checkbox"/>		60010	Actions relating to debt
<input type="checkbox"/>		60020	Debt cancellation
<input type="checkbox"/>		60030	Multilateral debt relief
<input type="checkbox"/>		60040	Rescheduling of instalments and refinancing
<input type="checkbox"/>		60061	Debt exchange for development purposes
<input type="checkbox"/>		60062	Other debt exchanges
<input type="checkbox"/>		60063	Debt buyback
<input type="checkbox"/>	72		Emergency interventions
<input type="checkbox"/>		720	Emergency interventions
<input type="checkbox"/>		72010	Material assistance and emergency services
<input type="checkbox"/>		72040	Emergency food aid
<input type="checkbox"/>		72050	Coordination of assistance, support and protection services
<input type="checkbox"/>	73		Reconstruction and rehabilitation
<input type="checkbox"/>		730	Reconstruction and rehabilitation
<input type="checkbox"/>		73010	Reconstruction and rehabilitation aid
<input type="checkbox"/>	74		Disaster prevention
<input type="checkbox"/>		740	Disaster prevention
<input type="checkbox"/>		74010	Disaster prevention
<input type="checkbox"/>	91		Administrative costs of donors
<input type="checkbox"/>		910	Administrative costs of donors
<input type="checkbox"/>		91010	Administrative costs
<input type="checkbox"/>	92		Support provided to non-governmental organisations (NGOs)
<input type="checkbox"/>		920	Support provided to non-governmental organisations (NGOs)
<input type="checkbox"/>		92010	To national NGOs
<input type="checkbox"/>		92020	To international NGOs
<input type="checkbox"/>		92030	To local and regional NGOs
<input type="checkbox"/>	93		Refugees
<input type="checkbox"/>		930	Refugees in donor countries
<input type="checkbox"/>		93010	Refugees in donor countries

<input type="checkbox"/>	99			Unallocated/Not specified
<input type="checkbox"/>		998		Unallocated/Not specified
<input type="checkbox"/>			99810	Sector not specified
<input type="checkbox"/>			99820	Awareness-raising about development