



Asylum, Migration and Integration Fund (AMIF) Application Form

**Union Action to Support Reception, Asylum and
Return Systems under Pressure**

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

Version 2.0
October 2021

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications.

The Form consists of 2 parts and 3 annexes:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project
- Annexes:
 - Annex 1 – list of previous projects (key projects for the last 2 years)
 - Annex 2 – budget for the project
 - Annex 3 - checklist

Recommendation:

The application should be concise and factual, limiting, where possible, the number of lines to minimum. In some parts of the application, the limitation is already indicated.

How to prepare and submit it?

The Application Form must be prepared by the applicant/coordinator, signed and submitted by its legal representative. It must be submitted via the functional mailbox HOME-UA-SUP@ec.europa.eu as specified in the Standing Call, together with annexes.


Paper version of the application package **needs to be submitted** as well to the following address:

European Commission
Directorate-General Migration and Home Affairs,
Unit E1: Funds Programming and Agencies Coordination
Office LX 46 05/055
1049 Brussels, Belgium

For paper applications it is recommended to use hand delivery (if possible) or express mail service provider, in order to meet the deadlines for its submission. The postmark or the date on the deposit slip serves as a proof of timely submission and counts for the admissibility of the paper application.

For an electronic application, as a proof for its timely submission, an acceptable proof for such electronic submission will be required.

Once received, an acknowledgment of receipt will be sent by email.

 **Please do NOT delete any instructions in the document.**

ADMINISTRATIVE FORMS (PART A)

Reserved for Commission services:

Reference number of application:

Asylum Migration and Integration Fund (AMIF)

The objective of this action is to provide additional support to the reception, asylum and return systems of Member States particularly exposed to the migratory pressure at the EU external borders, e.g. due to their geographical position. This action will contribute to enhancing solidarity with the Member States bearing high share of responsibility on behalf of the Union as a whole.

1. GENERAL INFORMATION/DATA

| | |
|--|-----|
| Proposal title <i>Max 200 characters (with spaces). Must be understandable for non- specialists in your field</i> | |
| Acronym | |
| Topic | |
| Keywords | N/A |
| Consortium agreement (if applicable) YES or NO | |

2. PARTICIPANTS & CONTACTS

2.1 Identity of the Applicant/ Coordinator organisation¹:

2.1.1 Full legal name (in original language and in English):

| | |
|--|--|
| | |
|--|--|

2.1.2 Registration number (max 60)

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|--|
| |
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2.1.3 Legal form (max 60)

| |
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| |
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2.1.4 VAT number (max 60)

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2.1.5 Address of registered office of the Applicant/Coordinator organisation (address for grant agreement):

| |
|--|
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|--|

2.2 Authorised signatory legally representing the Applicant/Coordinator organisation²:

2.2.1 Title/First Name/Last Name:

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|--|
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2.2.2 Position:

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2.3 Contact person responsible for the application:

2.3.1 Title/First Name/Last Name:

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2.3.2 Position:

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2.3.3 Direct telephone:

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2.3.4 E-mail:

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| |
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2.3.5 Contact address for the Commission (address for correspondence):

| |
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| |
|--|

2.4 Identity of the co-Applicants³:

2.4.1 Full legal name (in original language and in English):

| |
|--|
| |
|--|

¹ The Applicant/Coordinator organisation must have an active role in the project and must incur costs.

² The authorised signatory legally representing the Applicant/Coordinator organisation should be the person signing the Grant Application Form further below.

³ The co-applicant organisation must have an active role in the project and must incur costs.

| | |
|--|--|
| | |
| 2.4.2 Registration number (max 60) | |
| 2.4.3 Legal form (max 60) | |
| 2.4.4 VAT number (max 60) | |
| 2.4.5 Address of registered office of the co-Applicant organisation: | |
| | |

To insert more identity information, copy form above as many times as necessary

3. DATES AND DURATION

| | | | | | |
|-------------|--|-----------|--|-----------------------|--|
| Start date: | | End date: | | Duration (in months): | |
|-------------|--|-----------|--|-----------------------|--|

The retroactivity may apply **as of the date of the submission of the application** in accordance with the Financial Regulation⁴.

For the applications submitted under this standing call [AMIF - 2021-2022 – TF1 - UA - SUP], retroactivity may apply as of 1 January 2021 in accordance with the transitional retroactivity rule laid down in AMIF Regulation and in line with Commission Implementing Decision C(2021)8458 final⁵. The costs can be eligible as of 1 January 2021 even if they are in respect of actions that had already begun and/or they were incurred before the application was submitted.

Grants shall, however, not be awarded retroactively for actions already completed.

4. BUDGET

4.1 Total eligible costs of the action: EUR

4.2 EU Grant requested⁶: EUR

⁴ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p. 1–222).

⁵ Commission Implementing Decision C(2021)8458 final of 25 November 2021 on the financing of components of the Thematic Facility under the Asylum, Migration and Integration Fund and the adoption of the work programme for 2021 and 2022.

⁶ Funding rate is fixed at the level of 90%; in case of International organisations at the level of 97%.

5. BANK ACCOUNT FOR PAYMENTS

| | |
|---|--|
| 5.1 Name of bank: | |
| 5.2 Precise denomination of the account holder: | |
| 5.3 Full account number (including bank codes): | |
| 5.4 IBAN code: | |
| 5.5 Payment reference: | |

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Note: Please read carefully the conditions set out in the Standing call document. Pay particular attention to the specific criteria to justify the funding needs.

Fund-specific criteria

1. AMIF – justification is provided that the Member State concerned is facing continuous pressure on its migration system and is either bearing a high share of responsibility on behalf of the Union as a whole or a disproportionate share in light of past years. Relevant criteria will notably be:
 - a. the number of new and/or pending asylum applications,
 - b. the occupancy rate in the national reception system (including in points of arrivals and in pre-removal detention centres),
 - c. the number of beneficiaries of international protection and
 - d. the number of pending return decisions.

JUSTIFICATION

Justification of high and constant pressure on migration system, in particular due to geographical location, and supported by relevant data and evidence related to the Fund-specific criteria mentioned above

Insert text

PROJECT SUMMARY

Project summary (max. 5 lines)

Short summary to clearly explain the objectives, the activities, the expected results.

Insert text

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives (max. 10 lines)

Describe the context of the action.

Define the general objective/goal of the action, the target group and the changes or effects that are expected to happen due to the implementation of the action (expected impact). The general objectives should correspond to the objectives defined in the standing call.

Insert text

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

Describe how the objectives of the project are based on a sound needs analysis in light of the situation of high and constant pressure. Explain the specific needs, including reference to the beneficiaries and/or beneficiary groups⁷ targeted by the action. State how the needs assessment was conducted, list any baseline data and, when available, indicate references to existing assessments, if relevant.

What issue/challenge/gap does the project aim to address?

- *The applicant needs to demonstrate that the national funds and/or funds under Member State programmes or other sources of funding to carry out the proposed actions **are not sufficient** or that the proposed actions deliver **additional EU added value** to the actions funded under the Member State programme (see point 1.3 below for EU added value).*
- *The requested additional funding will cater for **medium-term needs** and/or **investments** that are foreseeable in light of high and continuous pressure that cannot be supported under Member State programmes under the Home Affairs Funds.*
- *Where the applicant is a **Member State authority**, the application needs to be **coordinated** and **consulted** with the Managing Authority (MA) before its submission. Please confirm and provide a reference to such a consultation.*
- *Where the applicant is an **International organisation**, the application needs to be **coordinated** and **consulted** with the competent national authorities and other relevant actors before its submission. Please confirm and provide a reference to such a consultation.*

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each specific objective, define appropriate indicators for measuring achievement (including a unit of measurement,

⁷ i.e. migrants, refugees and displaced, children (less than 18 years old), unaccompanied and separated children (UASCs), women, young people, elderly people, vulnerable, other (please specify)

| |
|--|
| <i>baseline value and target value).</i> |
| Insert text |

1.3 Complementarity with other actions — European added value

| |
|--|
| <p>Complementarity with other actions</p> <p><i>Explain how the activities are complementary to other activities carried out by other actors/organisations. Explain how the project builds on the results of past activities carried out in the field if applicable.</i></p> <p>European added value</p> <p><i>Describe the EU added value this action will deliver in line with the objectives of the Fund-specific Regulation.</i></p> |
| Insert text |

2. QUALITY

2.1 Concept and methodology

| |
|--|
| <p>Concept and methodology</p> <p><i>Outline the approach and methodology behind the project for achieving the projects' objectives. Explain why they are the most suitable for achieving the projects' objectives.</i></p> |
| Insert text |

2.2 Consortium set-up – Not applicable

2.3 Project teams, staff and experts

| <p>Project teams and staff</p> <p><i>Describe the project teams and how they will work together to implement the project. List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/, junior expert/advisor/, trainers/teachers, technical personnel, administrative personnel etc. and describe briefly their tasks.</i></p> | | |
|---|--------------|---|
| Insert text | | |
| Name and function | Organisation | 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, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4.

Insert text

2.4 Consortium management and decision-making – Not applicable

2.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Describe the measures planned to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

Describe the coordination mechanism with Authorities and other actors

2.5.1 Respect of Fundamental rights and compliance with EU acquis

Respect of Fundamental rights and compliance with EU acquis

*Outline **the national arrangements or mechanism** to ensure compliance and full respect of the relevant **Union acquis** and **the Charter of Fundamental Rights** of the European Union for the implementation of the project.*

2.6 Cost effectiveness and financial management

Cost effectiveness and financial management

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Describe the way the budget was established/compiled, what elements (of cost-efficiency) were taken into consideration for its preparation?

Indicate the arrangements adopted for the financial management of the project and, in particular (if applicable), how the financial resources will be allocated and managed within the consortium.

⚠ Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.

2.7 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 project activities. A good risk management strategy is essential for good project management.*

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

3. IMPACT

3.1 Impact

Impact

Define the short and long-term effects of the project.

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

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.

Insert text

Or fill in where relevant

➤ Visibility - Display of EU field visual identity on project sites, more specifically on:

Signboards, display panels, banners and plaques;


Goods and equipment

The boxes above are selected by default. If boxes are de-selected, provide justification below.

➤ Communication and Information - Written and verbal acknowledgement of EU funding through – please select:

- Press releases, press conferences, other media outreach
- Publications, printed materials (for external audiences)
- Social media, beneficiary/co-beneficiaries' websites, blogs
- Audio-visual products, photos
- Other

Provide further information on how the action will be made public / be publicised and how the visibility of the EU funding will be ensured, including information to facilitate the monitoring and reporting (i.e. the location of signboards, the type of supplies that will be produced, where the visual identity will be placed throughout the action, etc.).

 In case of International Organisations, "Communication and Visibility Plan" is required.

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

Describe the follow-up of the project after the EU funding ends. How will the sustainability of the project impact be ensured?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project?

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

| |
|--|
| Work plan <i>Provide a list of work packages</i> |
| Insert text |

4.2 Work packages and activities

| |
|---|
| WORK PACKAGES |
| <p><i>This section concerns a detailed description of the project activities.</i></p> <p><i>Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones (not applicable) and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.</i></p> <p><i>Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.</i></p> <p><i>Work packages covering financial support to third parties (⚠ only allowed if authorised, prior request from the Commission is needed) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements, including the VAT status of the estimated costs).</i></p> <p>⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</p> |

Work Package 1

| Work Package 1: [Name, e.g. Project management and coordination] | | | | | |
|--|----------------------|--------------------------|--------------|---|---|
| Duration: | Month X – Month X | Lead Beneficiary: | 1-Short name | | |
| Objectives | | | | | |
| <i>List the specific objectives to which this work package is linked.</i> | | | | | |
| <ul style="list-style-type: none"> ▪ N/A | | | | | |
| Activities (what, how, where) and division of work | | | | | |
| <i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.</i> | | | | | |
| <i>Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.</i> | | | | | |
| <i>Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.</i> | | | | | |
| Note: | | | | | |
| <i>In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.</i> | | | | | |
| <i>The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i> | | | | | |
| <i>If there is subcontracting, please also complete the table below.</i> | | | | | |
| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) |
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |
| | | | | | |

Milestones and deliverables (outputs/outcomes)

Milestones – where relevant, depending on the nature of the project (in particular relevant for example where procurement is involved) – 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.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Deliverables are project outputs which are submitted or communicated to show project progress or results (any format). Outputs are the products, capital goods and services which result from an Action's activities. They should include unit of measurement and baseline value, where relevant.

For deliverables such as seminars, trainings, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, leaflets, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

Dissemination level - the labels used mean:

Public — fully open

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444 (please read carefully this decision in case you intent to use this dissemination level).

| Milestone No (continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | | Due Date (month number) | Means of Verification |
|--|------------------|--------------------|------------------|-------------|--|-----------------------------------|--|
| MS1 | | 1 | | | | | |
| MS2 | | 1 | | | | | |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level (where relevant) | Due Date (month number) N/A | Description (including unit of measurement + quantity, format and language, etc.) |
| D1.1 | | 1 | | | [PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] | | |

| | | | | | | | | |
|------|--|--|--|--|--|--------------------------------|--|--|
| | | | | | | [S-UE/EU-S — EU Classified] | | |
| D1.2 | | | | | | | | |

| Estimated budget — Resources | | | | | | | | | | | | | |
|---|-----------------|-------|-------------------|------------|----------------------|-------|------------------|-----------------|---------------|-------------------------------------|--------------------------|-------------------------------|-------------|
| Please use the Annex 2 to fill in the necessary budgetary information | | | | | | | | | | | | | |
| Participant | Costs | | | | | | | | | | | | |
| | A. Personnel | | B. Subcontracting | C.1 Travel | | | C.1 Accomodation | C.1 Subsistence | C.2 Equipment | C.3 Other goods, works and services | D. Other cost categories | E. Indirect costs Up to 7% | Total costs |
| [name] | X person months | X EUR | X EUR | X travels | X persons travelling | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR |
| [name] | X person months | X EUR | X EUR | X travels | X persons travelling | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR |
| | | | | | | | | | | | | | |
| Total | X person months | X EUR | X EUR | X travels | X persons travelling | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR |

Call: Union Actions to support reception, asylum and return systems under pressure

Work Package x...

To insert work packages, copy WP1 as many times as necessary.

Overview of Work Packages

| Staff effort per work package | | | | | | |
|---|--------------------|----------------------------|-----------------------------|-------------|---------------------|---------------|
| <i>Fill in the summary on work package information and effort per work package.</i> | | | | | | |
| Work Package No | Work Package Title | Lead Participant No N/A | Lead Participant Short Name | Start Month | End Month | Person-Months |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| | | | | | Total Person-Months | |

| Staff effort per participant | | | | |
|---|-----|-----|-------|---------------------|
| <i>Fill in the effort per work package and Beneficiary/Affiliated Entity.</i> | | | | |
| <i>Please indicate the number of person/months over the whole duration of the planned work.</i> | | | | |
| <i>Identify the work-package leader for each work package by showing the relevant person/month figure in bold.</i> | | | | |
| Participant | WP1 | WP2 | WP... | Total Person-Months |
| | | | | |

Call: Union Actions to support reception, asylum and return systems under pressure

| | | | | |
|---------------------|--|--|--|--|
| [name] | | | | |
| [name] | | | | |
| Total Person-Months | | | | |

Equipment

| Equipment <i>Give details on the equipment to be purchased, rented or leased (if any).</i> Note: “Equipment” concerns the equipment, infrastructure or other assets used for the actions. We normally take into account only the portion of the costs that corresponds to the rate of actual use for the action during the action duration (depreciation costs) and costs for renting or leasing, if they do not exceed the depreciation costs of similar equipment. <i>Full-capitalised costs of equipment purchased specifically for the action are also exceptionally eligible (see Standing Call document).</i> <i>Include only equipment that complies with the definition (e.g. not the consumables to be foreseen under C.3 Other goods, works and services).</i> Note: Applicants that are ‘contracting authorities/entities’ within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement (not relevant to IOs) | | | | | |
|---|---|----------------|---|-----------------------|--|
| Work Package No | Equipment No (continuous numbering linked to WP) | Equipment Name | Description (including number of items and BEN to which it is linked, including information on whether VAT is included or excluded in the estimated costs) | Estimated Costs (EUR) | Depreciation or Full-costs (indicate the option chosen) |
| | E1.1 | | | | |
| | E1.2 | | | | |

Other goods, works and services

| Other goods, works and services | | | | |
|---|---|------------------------|---|--------------------------|
| <p><i>This budget category covers the costs for goods and services that were purchased for the action, such as:</i></p> <ul style="list-style-type: none"> – consumables and supplies (e.g. raw materials, office supplies) – communication and dissemination costs (e.g. translation and printing costs or graphic designer fees for printed products such as leaflets or other promotional items in relation to communication activities; conference fees; costs for speakers and interpreters) – costs for certificates on financial statements (CFS). <p>Note: Applicants that are 'contracting authorities/entities' within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement (not relevant to IOs)</p> | | | | |
| Work Package No | Good/work/service No (continuous numbering linked to WP) | Good/work/service Name | Description (including number of items and BEN to which it is linked, including information on whether VAT is included or excluded in the estimated costs) | Estimated Costs (EUR) |
| | O1.1 | | | |
| | O1.2 | | | |

4.3 Timetable

| Timetable (projects up to 1 year) | | | | | | | | | | | | |
|--|--------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| <p><i>Fill in cells in beige to show the duration of activities. Repeat lines as necessary.</i></p> <p>Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.</p> | | | | | | | | | | | | |
| ACTIVITY | MONTHS | | | | | | | | | | | |
| | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 |

Call: Union Actions to support reception, asylum and return systems under pressure

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Task 1.1 - ... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.2 - ... | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task ... | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Timetable (projects up to 2 years) | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|--|
| <i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i> | | | | | | | | | | | | | | | | | | | | | | | | | |
| Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP. | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVITY | MONTHS | | | | | | | | | | | | | | | | | | | | | | | | |
| | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 | M 13 | M 14 | M 15 | M 16 | M 17 | M 18 | M 19 | M 20 | M 21 | M 22 | M 23 | M 24 | |
| Task 1.1 - ... | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task 1.2 - ... | | | | | | | | | | | | | | | | | | | | | | | | | |
| Task ... | | | | | | | | | | | | | | | | | | | | | | | | | |

4.4 Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Note: Applicants that are ‘contracting authorities/entities’ within the meaning of the EU Directives on public procurement must also comply with the applicable national law on public procurement (not

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| <i>relevant to IOs)</i> | | | | | | |
|--|---|--|--|--------------------------|---|---|
| Work Package No | Subcontract No (continuous numbering linked to WP) | Subcontract Name (subcontracted action tasks) | Description (including task number and BEN to which it is linked, including information on whether VAT is included or excluded in the estimated costs) | Estimated Costs (EUR) | Justification (why is subcontracting necessary?) | Best-Value-for-Money (how do you intend to ensure it?) |
| | S1.1 | | | | | |
| | S1.2 | | | | | |
| Other issues: <i>If subcontracting for the project covers most of the actions, give specific reasons.</i> | | | Insert text | | | |

5. OTHER

5.1 Ethics – Not applicable

5.2 Security – Not applicable

6. DECLARATIONS

| Double funding | |
|--|---------------|
| Information concerning other EU grants for this project | YES/NO |
| <p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p> | |
| <p>We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.</p> | |
| <p>We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc). If NO, explain and provide details.</p> | |

| Financial support to third parties (if applicable) |
|---|
| <p><i>If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.</i></p> |
| <p>Insert text</p> |

--- End of part B ---

DECLARATION OF THE APPLICANT/COORDINATOR ORGANISATION

| | |
|--|--------------------------|
| 1) The coordinator declares to have the explicit consent of all partners on their participation and on the content of this proposal. Or the single applicant confirms the content of this proposal. ⁸ | <input type="checkbox"/> |
| 2) The information contained in this proposal is correct and complete. | <input type="checkbox"/> |
| 3) the coordinator declares that is aware of the rules governing the eligibility of VAT and that the budget of the action is drawn up accordingly: Value Added Tax – VAT: in accordance with Article 186 of the Financial Regulation (EU, Euratom) 2018/1046, VAT is not eligible in grants in the following cases: <ul style="list-style-type: none"> o where it is deductible, that is, where it is paid in relation to taxed/exempted activities with right of deduction; - where it is paid by a public body of a Member State in relation to activities it carries out as a public authority in the exercise of sovereign powers or prerogatives. | <input type="checkbox"/> |
| 4) The Responsible Authority of the Member State (applicant) was consulted on the proposed actions. In case the applicant is an International organisation , the application has been coordinated and consulted with the competent national authorities and other relevant actors before its submission. | <input type="checkbox"/> |
| 5) The coordinator hereby declares that <ul style="list-style-type: none"> • s/he is fully compliant with the exclusion and eligibility criteria set out in the standing call for the submission of the requests for funding, and has the financial and operational capacity to carry out the proposed actions (if applicable). S/he also declares that • each partner has confirmed that they are fully compliant with the exclusion and eligibility criteria set out in the standing call for the submission of the requests for funding, and they have the financial and operational capacity to carry out the proposed action (if applicable). Or the single applicant declares that <ul style="list-style-type: none"> • s/he is fully compliant with the exclusion and eligibility criteria set out in the standing call for the submission of the requests for funding, and has the financial and operational capacity to carry out the proposed action (if applicable). | <input type="checkbox"/> |
| The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal is to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect. | |

The applicant/coordinator acknowledges that the applicant may be subject to administrative and financial penalties⁹ any of the declarations or information provided proves to be false.

| Authorised signatory of the applicant/coordinator organisation | |
|--|--|
| Title/First Name/Last Name: | |
| Position in the Applicant /Coordinator organisation: | |
| Date: | |
| Signature: | |

⁸ The declaration of the coordinator removes the obligation of the applicant to submit the “declaration form”

⁹ As provided for in Article 138 of the Financial Regulation (EU, Euratom) No 2018/1046.

Personal data protection

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address or CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application and will be processed solely for that purpose. Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 135 and 142-144 of the EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2018/1046 of the European Parliament and of the Council of 18 July 2018).

ANNEXES

LIST OF ANNEXES

List of previous projects (annex 1) — *mandatory*
Budget for the project (annex 2) – *mandatory*
Checklist (annex 3) – *mandatory*