

STANDARD GRANT APPLICATION FORM FOR

"GRANTS FOR AN ACTION"

(Monobeneficiary)

PROGRAMME CONCERNED
Pilot Project "Promoting health-enhancing physical activity across Europe": Pillar 1 " Promoting HEPA policy measures and actions for refugees "
REFERENCE NUMBER OF THE CALL FOR PROPOSALS
EAC/S16/2016
SUMMARY OF THE APPLICATION
Title:
Identity of the applicant:
Summary of the action: max 200 words, in English
Duration (in months):
Requested amount (in €):

Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this grants programme available on our site http://ec.europa.eu/sport/calls/2016/eac-s16_en.htm

Please make sure that your application:

- is submitted on the correct form, completed in full and dated;
- is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
- presents a budget in conformity with the funding rules;
- meets the submission arrangements set out in the call;
- is submitted by the deadline.

The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.

By submitting a proposal the applicant accepts that in case of award certain data like its name, locality and amount (amongst others) will be published.

No information will be published for scholarships, aid to natural persons and other direct support paid to natural persons in most need.

I. INFORMATION ON THE APPLICANT

1 REFERENCES OF THE APPLICANT
1.1 IDENTITY OF THE APPLICANT
Official name in full:
Acronym: (if applicable)
Official legal form: (Not applicable if the applicant is a natural person)
Legal personality ¹ : (Reply by "YES" or "NO") (In case you answered with "NO"): For entities with no legal personality under national law please indicate the representative empowered to sign contracts and take part in court proceedings on their behalf:
Place of establishment or registration: (Address and country)
Entity registration number: (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.)
VAT number (if applicable):

The legal details are attached in the Legal Entity Form in Annex

¹ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

1.2 CONTACT DETAILS	
Street address:	
Postcode:	
City:	
Region (if applicable):	
Country:	
Telephone:	Mobile:
Fax:	
E-mail address:	
Website:	

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL	
Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	
1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)	
Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

2. BANK DETAILS

The bank details are attached in the Bank Account Form (BAF) in Annex

3 PROFILE OF THE APPLICANT

3.1 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES

Year of foundation:

The applicant shall state his legal status by ticking one or several options

- | | |
|-----------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Public body | <input type="checkbox"/> International Organisation |
| <input type="checkbox"/> Non-profit making organisation | <input type="checkbox"/> Social Partner |
| <input type="checkbox"/> Educational and training establishment | <input type="checkbox"/> Research Centre/Institute |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> SME |
| <input type="checkbox"/> Natural Persons | |

The applicant should provide a short description of the organisation/group including affiliated entities. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call.

4 INFORMATION ON THE GOVERNANCE OF THE APPLICANT

4.1 APPLICANT'S STRUCTURE

List the organisations and/or natural persons holding capital or shares in the applicant, where appropriate specifying the proportion held (insert rows if necessary)

Organisation/Natural person	Proportion held

4.2 APPLICANT'S MANAGEMENT

List the members of the applicant's managing board or equivalent body, specifying their profession and position (insert rows if necessary)

Member	Profession/Position

II. OPERATIONAL AND FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY

1.1 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION/ WORK PROGRAMME OF THE APPLICANT

The applicant should provide a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.]

2 FINANCIAL CAPACITY

LEGAL NOTICE

For grants of or below EUR 60 000 as well as for grants to public bodies and international organisations the only supporting document to be required is the Declaration of Honour provided in section 5.

2.1 PROOF OF FINANCIAL CAPACITY OF THE APPLICANT

The applicant should provide the following document as evidence of financial capacity:

- *declaration of honour (annexed)*

2.2 FINANCIAL CAPACITY OF THE APPLICANT

The applicant must show that it has sufficient and stable sources of funding to carry out the action throughout the entire period for which the action is planned and to participate in its funding. The indicators refer to the last *two* financial years for which accounts have been closed.

	Year N	[Year N-1]
Turnover or equivalent		
Gross operating profit		

Total liabilities		
Equity or equivalent		
Current asset		
Short-term debt (< 1 year)		
Total payroll		

III. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

1 DESCRIPTION OF THE ACTION
<p>Title:</p>
<p>a) Describe the general and specific objectives that the action aims to achieve:</p> <p>The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the Union grant programme concerned. Where possible, specify related indicators, milestones to assess the project's achievements and expected impacts.</p>
<p>b) Describe the action (on the basis of the main activities planned) and where it will be implemented</p>
<p>c) Methodology to be followed/project implementation</p> <p>The applicant should explain the methodology, both theoretical and practical, that will be followed in order to meet the general and specific objectives of the action described above.</p> <p>The applicant should explain which part of the action will be subcontracted (list of main activities to be carried out) as well as which activities will be undertaken by affiliated entities (if applicable).</p>
<p>d) Expected results and their use:</p> <p>The applicant should specify the benchmarks or deliverables which the applicant intends to employ to achieve the expected results and targets and how they will be used and disseminated</p>
<p>e) Arrangements for monitoring/supervision of the operation and risks involved in its implementation:</p> <p>The applicant should explain how the action will be supervised. The applicant should refer to any risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated.</p>
<p>f) Sustainability of the project's achievements:</p> <p>The applicant should explain how sustainability will be secured once the action has been completed. This can include considerations about different dimensions of sustainability: financial, economic, institutional (structures which would allow the results of the action to continue), environmental, policy, etc. (where applicable, depending on the provisions of the basic act).</p>

2 PLANNED DURATION OF THE ACTION (in months):**Planned starting date:****TIMETABLE FOR EACH STAGE OF THE ACTION SHOWING MAIN DATES AND EXPECTED RESULTS FOR EACH STAGE** (table to be repeated as many times as necessary)

	Semester 1						Semester 2					
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12
Preparation Activity 1 (title)												
Implementation Activity 1 (title)												
Preparation Activity 2 (title)												
Etc.												

LEGAL NOTICE

Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by the Commission where applicants demonstrate the need to start the action before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was submitted.

3 BUDGET**Estimated Budget - Annex III**

Applications must include a detailed estimated budget in balance in which all costs and contributions are given in euros. Applicants from countries outside the euro zone may use the conversion rates published in the Official Journal of the European Union, series C, during the month in which they are submitting the application or the monthly rate published on the Commission's website at www.ec.europa.eu/budget/inforeuro/.

Summary in €:

a) eligible costs:

- b) total costs
- c) third party funding (optional)
- d) requested Union funding
- e) rate of union funding (max. 80%)

IV. ADDITIONAL FUNDING

1 UNION FUNDING

1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION

Has the applicant or any of the affiliated entities received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year?

☐ NO

☐ YES – Continue to the following table

APPLICATION, GRANT OR ANY OTHER EU FUNDING – To be specified for each of the applications or obtained grants in the current or previous years (add columns if necessary)

	Programme 1	Programme 2
Title of the action (or part of the action)		
Union Programme concerned		
Union Institution or Body/Agency to which the application was submitted or which took the award decision		
Year of award or application and duration of the operation		
Value of the application, grant or other funding		

LEGAL NOTICE

The applicant must inform the Commission department to which this application is submitted if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or bodies/agencies is approved by them after the submission of this grant application.

2 OTHER SOURCES OF EXTERNAL FUNDING – NON UNION

2.1 SUPPORT AWARDED

Has the applicant or any of the affiliated entities already received confirmation relating to any external funding for the action?

☐ NO

☐ YES – Continue to the table in the Annexes (Budget)

CONTRIBUTIONS BY THIRD PARTIES

The applicant should indicate the details of the third party following the model below – Third parties must be the same as those listed in the budget (add rows if necessary)

Third Party 1	
Official name in full	
Official address	
Estimated amount of funding to be provided for the operation	
Conditions or reservations for receiving the contributions (if any)	

2.2 REQUESTED SUPPORT

Has the applicant or an affiliated entity requested, applied or is awaiting confirmation relating to any external funding earmarked for the action?

☐ NO

☐ YES – Continue to the table in the Annexes (Budget)

DETAILS OF FUNDS REQUESTED - The applicant should indicate the details of the requested funds following the model below (add rows if necessary)

Organisation/Entity Concerned 1

Name of the organisation	
Official address	
Requested amount	

If processing your reply to the call for proposals involves the recording and processing of personal data (such as your name, address and CV), such data will be processed 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, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by DG EAC. Details concerning the processing of your personal data are available on the privacy statement at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation². For more information, see the Privacy Statement on

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

- Annexes:
- Budget
 - Declaration of honour by the applicant
 - Bank Account Form (BAF)
 - Legal Entity Form (LEF)
 - Statutory documents

² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

CHECK-LIST FOR APPLICANTS

All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicant or any other document provided as guidance related to the programme concerned.	<input type="checkbox"/>
The budget annex has been duly filled in and is attached.	<input type="checkbox"/>
Legal details have been included in the Legal Entity Form annexed. LEF duly signed.	<input type="checkbox"/>
Bank details have been included in the Bank Account Form. BAF duly signed, required documents attached	<input type="checkbox"/>
Declaration of honour has been signed and attached.	<input type="checkbox"/>
Copies of statutory documents have been annexed	<input type="checkbox"/>