

**Grant application form**

**Strand A**

### Applicant details

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| **EU MEMBER STATE** |
|  |
| **NAME OF PUBLIC BODY** |
|  |
| **ADDRESS** |
|   |
| **PERSON RESPONSIBLE FOR MANAGING THE ACTION** |
| *Title* |  |
| *Name* |  |
| *Function* |  |
| *Telephone* |  |
| *E-mail address* |  |
| **CONTACT PERSON FOR THE ACTION (IF DIFFERENT FROM PREVIOUS)** |
| *Title* |  |
| *Name* |  |
| *Function* |  |
| *Telephone* |  |
| *E-mail address* |  |
| **LEGAL REPRESENTATIVE** |
| *Title* |  |
| *Name* |  |
| *Function* |  |
| *Telephone* |  |
| *E-mail address* |  |
| **FINANCIAL INFORMATION** |
| *Accounting standards used (IAS, IFRS, others, etc.)* |  |
| *Is the organisation subject to a tax exemption?*  | *If so please detail (no more than 200 words)* |
| *Is the organisation auditable?*  | *If no please explain (no more than 200 words).* |
| *Does the organisation have any past experience(s) with managing EU funds?*  | *If so, please explain (no more than 200 words).* |
| *Indicate any relevant financial management information impacting on the action implementation.* | *E.g. bank accounts in currencies other than EUR, exchange rate policies diverging from the foreseen contractual provisions.* |
| *Holder of the bank account on which the grant will be transferred*  | *Person and organisation:* |
| **IMPLEMENTING BODY AND CONTACT PERSON (IF DIFFERENT)** |
| *Body* |  |
| *Name of contact person* |  |
| *Function* |  |
| *Telephone* |  |
| *E-mail address* |  |

### Co-applicants involved in the action, if applicable

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| 1. **CO-APPLICANT [[1]](#footnote-1)**
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| **NAME OF ORGANISATION** |
|  |
| **ADDRESS** |
|  |
| **LEGAL STATUS OF THE ORGANISATION** |
|  |
| **CONTACT PERSON FOR THE ACTION** |
| *Title* |  |
| *Name* |  |
| *Function* |  |
| *Telephone* |  |
| *E-mail address* |  |
| **IMPLEMENTING BODY AND CONTACT PERSON (IF DIFFERENT)** |
| *Body* |  |
| *Name of contact person* |  |
| *Function* |  |
| *Telephone* |  |
| *E-mail address* |  |

### ACTION details

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| **TITLE** |
|  |
| **TOPIC** |
| AMIF[ ]  | ISF-Police [ ]  | ISF-Borders[ ]  |
| *Please tick one of the above-mentioned options and explain here the topic of the action.* |
| **LOCATION OF THE ACTION** |
| *Please mention the country(ies) and if possible decentralised levels (regions, municipalities)* *where the action will be implemented.*  |
| **CONTRIBUTION OF THE ACTION TO THE MP/CAMM** |
| *Please describe here how the action will support and contribute to the objectives of the relevant MP/CAMM.*  |
| **GENERAL AND SPECIFIC OBJECTIVES** |
| *Please describe the general and specific objective(s) of the action.* |
| **DESCRIPTION OF ACTIVITIES** |
| *Please describe in details the main activities required to ensure timely, relevant and result-oriented implementation of the proposed action and the actors involved in the implementation.* *Please relate each activity to the general and specific objectives listed above.* |

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| **TIMEFRAME** |
| *Please indicate in the table below (by grey-shading the relative cell) in which month each activity will take place and by which body it will be implemented. Please delete/add columns for individual months as needed, depending on the proposed duration of the action. Please also indicate the month in which meetings are foreseen or reports are due.* |
| **Activity** | **Months** | **Implemented by**  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |
| **Activity a** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity b** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity c** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Meetings / Reports[[2]](#footnote-2)** |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **DURATION OF ACTION IMPLEMENTATION PERIOD** |
| Start: (month/year)End: (month/year)Number of months: |
| **EXPECTED RESULTS AND THEIR SUSTAINABILITY**  |
| *Please explain how the expected results will contribute to achieving the action’s general and specific objectives and the expected impacts as a result of the intervention. Besides, please elaborate on the sustainability/replicability/dissemination of the results.* |
| **IMPLEMENTATION METHODOLOGY** |
| *Please describe the methodology to be used to implement the proposed action, covering all the aspects below.*ORGANISATIONS INVOLVED AND INTERNAL COOPERATION * *List and description of all bodies that will be involved in the action implementation.*
* *Detailed information on their roles within the action implementation.*
* *Detailed information on cooperation modalities foreseen during the action implementation among all involved actors, including rights and obligations of individual bodies, coordination and control mechanisms, archiving and transfer of original documents to the Applicant, reporting obligations and use of EC-official exchange rate to report foreign currency.*

ACTION STAFF* *List here all staff profiles that will be involved in the action, such as action manager, action assistant, experts, etc. For each profile describe its tasks. If a profile is involved only in certain activities, specify them here. Include also information to which body the given profile belongs (or if it is an external actor and how he/she will be chosen). Specify also the share of working time devoted to the implementation of the action. If this share (or its part) represents in-kind contribution, please specify it here.*

 EXTERNAL COOPERATION* *Information on foreseen cooperation with and participation in other coordination mechanisms, managed by both the partner country bodies and EU-Delegation, covering EU-funded actions in the same thematic area (such as participation in donor-coordination meetings organized by national authorities of the partner country, meetings of Local Cooperation Platforms of MPs).*
* *Information on planned coordination with the implementing bodies of other relevant actions/projects.*

SUBCONTRACTING* *List here all planned subcontracts, justifying the necessity for certain activities to be subcontracted. For each planned subcontract include a full list of services to be subcontracted, the procedure to be followed for the choice of the subcontractor and the body (Applicant/Co-Applicant) that will carry out the procedure.*

CHECKLIST ON COOPERATION WITH CO-APPLICANTS[[3]](#footnote-3)  |
| *Does your organisation (Applicant) have any past experience(s) with one or several Co-Applicant?* | YES[ ]  | NO[ ]  |
| *If so…* | *Please elaborate (no more than 200 words):* |
| *What kind of agreement is foreseen for cooperation with one or several Co-Applicants?*  | *Please elaborate (no more than 200 words):* |
| *Please specify the status of such agreement with the Co-Applicant number 1:* | To be signed[ ]  | Already signed[ ]  |
| *Please specify the status of such agreement with the Co-Applicant number 2:* | To be signed[ ]  | Already signed[ ]  |
| *(please add if necessary)* | To be signed[ ]  | Already signed[ ]  |
| *Are the following aspects foreseen by the abovementioned agreements?* |  |
| *Clear repartition of activities* | YES[ ]  | NO[ ]  |
| *Clear reporting calendar and modalities* | YES[ ]  | NO[ ]  |
| *Clear definition of obligations and rights of the partners* | YES[ ]  | NO[ ]  |
| *Use of EC official exchange rate to report foreign currency* | YES[ ]  | NO[ ]  |
| *Archiving policy and transfer of the original documents to the applicant* | YES[ ]  | NO[ ]  |
| *Audit liability and verification of the Co-Applicants by Applicant* | YES[ ]  | NO[ ]  |
| **COMMUNICATION AND VISIBILITY** |
| *Describe here how the visibility of EU and ICMPD will be ensured and include information on all communication and visibility activities foreseen during the action. The corresponding rules are included in the* [*General Conditions for ICMPD-granted actions*](https://www.icmpd.org/fileadmin/ICMPD-Website/MPF/Newest/Grant_Template_Annex_II_general_conditions.pdf) *and* [*Communication and Visibility Requirements for EU External Actions*](https://ec.europa.eu/europeaid/node/17974)*.* |

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| **SUMMARY OF THE ACTION** |
| *Please summarise the proposed action by using the logframe table below. Each activity should be linked to a general and specific objective. For each activity outputs, outcome and impact should be indicated. Monitoring tools used to report on the progress / implementation of the action should also be listed.* |
| **General objective** | **Specific objectives** | **Activities** | **Output[[4]](#footnote-4)** | **Outcome[[5]](#footnote-5)** | **Impact[[6]](#footnote-6)** | **Monitoring tools[[7]](#footnote-7)** |
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| **COMPLEMENTARITY WITH OTHER INITIATIVES** |
| *Please specify here how your action will complement other initiatives in the same location and area of intervention (if applicable). Please include both national initiatives and the policy context of the partner country(ies) and initiatives implemented by external actors, with special focus on EU funded ones.**Please include also information if this grant would be linked to implementation of another action/programme and if so, please explain.* |
| **COMMITMENT OF PARTNER COUNTRY** |
| *Please list all organisations of the given partner country/ies which will be involved in the proposed action (if not listed as Co-Applicants) and include their contact details. Please add and use separate tables for each body of the partner country/ies.* |
| **CONTACT PERSON (Partner Country, if different from Co-Applicant)** |
| *Title* |  |
| *Name* |  |
| *Function* |  |
| *Organisation* |  |
| *Telephone* |  |
| *E-mail Address* |  |
| *Organisation* |  |
| *Telephone* |  |
| *E-mail Address* |  |
| **TOTAL ESTIMATED COST** |
| **Total estimated costs in Euros** |  |
| **Requested total contribution (up to a maximum of 95% of the total estimated costs)** |  |
| **DATE, NAME AND SIGNATURE OF THE LEGAL REPRESENTATIVE OF THE APPLICANT** |
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1. Add as many sections for Co-Applicants as necessary. If any of the Co-Applicants is a private law body, the document “Financial Information Form for Private-law Co-applicants” included in the application package available on the MPF webpage needs to be filled in for each of them. [↑](#footnote-ref-1)
2. K: Kick-off meeting; M: Meeting; C: Conference; R: Report (as required). [↑](#footnote-ref-2)
3. To be completed only if the proposal includes Co-Applicants. [↑](#footnote-ref-3)
4. List here tangible/quantifiable elements delivered by the action. Example: number of e-learning platforms, number or participants, number of training facilities; trainings, trainees; number of workshops; etc. [↑](#footnote-ref-4)
5. List here the direct, most immediate effects of the action which will be obtained at medium term. Example: the set-up of an e-learning tool for data collection would lead to centralised data management. [↑](#footnote-ref-5)
6. List here the broader, long-term change which will stem from the action. Example: the setting-up of an e-learning platform would eventually reduce the costs for training staff due to the existence of a remote tool. [↑](#footnote-ref-6)
7. List here all means used to monitor and report on the progress/implementation of each activities. Example: minutes of a meeting, progress report, training material, communication tools, etc. [↑](#footnote-ref-7)