



**Contracting Authority: Delegation of the European  
Commission to the Republic of Serbia**

**European Instrument for Democracy and Human Rights  
(EIDHR)**

**Grant Application Form (Annex A)**

**Budget line: 19.04.01**

Reference: **EuropeAid/126812/L/ACT/RS**

Deadline for submission of concept notes and applications: Monday,  
June 2<sup>nd</sup> 2008 at 16:30 CET

Name of applicant:		
Title of the action:		
Location(s) of the action:	<specify country(ies), region(s), area(s) or town(s) that will benefit from the Action>	
<b>Total eligible cost of the action (A)</b>	<b>Amount requested from the Contracting Authority (B)</b>	<b>% of total eligible cost of action (B/Ax100)</b>
EUR	EUR	%
Total duration of the action:	<months>	

Dossier No	
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(for official use only)

<b>Contact details for the purpose of this action:</b>	
<b>Postal address:</b>	
<b>Telephone number:</b> Country code + city code + number	
<b>Fax number:</b> Country code + city code + number	
<b>Contact person for this action :</b>	
<b>Contact person's email address :</b>	

**Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in case it cannot contact an applicant.**

### **NOTICE**

All personal data (such as names, addresses, CVs, etc.) mentioned in your application form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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. Your replies to the questions in this form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Commission department to which the form must be returned. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001)].

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## **PART A. CONCEPT NOTE**

### **I. GUIDANCE FOR THE DRAFTING OF THE CONCEPT NOTE**

There is no specific template for the Concept Note but the applicant has to ensure that the text of his concept note:

- does not exceed 4 full pages (A4 size) of Arial 10 characters with 2 cm margins;
- responds, in the same sequence, to the headings listed below and in the Application Form. It is expected that the size of each section will reflect the relative importance of each heading (ref max scores in the evaluation grid and in the Guidelines). The applicant may provide any additional information that he may deem useful for the evaluation, but which might not have been specifically requested (e.g. added value and/or synergy with other similar interventions - past, present, or planned - past activities, multiplier or spill-over effects, why the applicant is the best placed for the implementation of the action etc). The evaluation will be carried out in accordance with the evaluation grid and it will be based solely on the information provided by the applicant in the concept note.
- Is drafted as clearly as possible to facilitate its assessment.

#### **1. Relevance of the Action**

- ☐ Provide a general presentation and analysis of the problems and their interrelation at all levels.
- ☐ Identify clearly specific problems to be addressed by the action.
- ☐ Include a brief description of the target groups and final beneficiaries.
- ☐ Demonstrate the relevance of the proposal to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular.
- ☐ Demonstrate the relevance of the proposal to the priorities and requirements presented in the Guidelines.

#### **2. Description of the action and its effectiveness**

- ☐ Provide a description of the proposed action including, where relevant, background information that led to the presentation of this proposal. This should include:
- ☐ a description of the overall objective of the action, outputs and expected results;
- ☐ a description of the proposed activities and their effectiveness;
- ☐ involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;
- ☐ other possible stakeholders (national, local government, private sector, etc.), their anticipated role and/or potential attitudes towards the project.

#### **3. Sustainability of the action**

- ☐ Provide an initial risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by a relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
- ☐ Give the main preconditions and assumptions during and after the implementation phase.
- ☐ Explain how sustainability will be secured after completion of the action. This can include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.

## PART B. FULL APPLICATION FORM

### I. THE ACTION

#### 1. DESCRIPTION

##### 1.1. Title

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##### 1.2. Location(s)

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Country(ies), region(s), town(s)

##### 1.3. Cost of the action and amount requested from the Contracting Authority

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Total eligible cost of the action (A)	Amount requested from the Contracting Authority (B)	% of total eligible cost of action (B/Ax100)
EUR	EUR	%

Please note that the cost of the action and the contribution requested from the Contracting Authority have to be expressed in EURO.

##### 1.4. Summary (max 1 page)

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Total duration of the action	<... months>
Objectives of the action	<Overall objective(s)> <Specific objective>
Partner(s)	
Target group(s) <sup>1</sup>	
Final beneficiaries <sup>2</sup>	

<sup>1</sup> “Target groups” are the groups/entities who will be directly positively affected by the project at the Project Purpose level – See paragraph 2.3 in Section II for the list.

<sup>2</sup> “Final beneficiaries” are those who will benefit from the project in the long term at the level of the society or sector at large

Estimated results	
Main activities	

Where applicable, clearly indicate the sector<sup>3</sup>, theme, or geographical area specified in the call for proposals to which the proposed action would apply:

### **1.5. Objectives (max 1 page)**

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Describe the overall objective(s) to which the action aims to contribute towards and the specific objective that the action aims to achieve.

### **1.6. Relevance of the action (max 3 pages)**

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Please provide the following information:

- ☐ Provide a general and detailed presentation and analysis of the problems and their interrelation at all levels.
- ☐ Provide a detailed description of the target groups and final beneficiaries and estimated number.
- ☐ Identify clearly the specific problems to be addressed by the action and the perceived needs and constraints of the target groups.
- ☐ Demonstrate the relevance of the action to the needs and constraints in general of the target country(ies) or region(s) and to the target groups/final beneficiary groups in particular and how the action will provide the desired solutions, in particular for the targeted beneficiaries and population.
- ☐ Demonstrate the relevance of the action to the priorities and requirements presented in the Call Guidelines.

### **1.7. Description of the action and its effectiveness (max 14 pages)**

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Provide a description of the proposed action including, where relevant, background information that led to the formulation of the action. This should include:

- ☐ Overall Objective and the Purpose of the Action (max 1 page). Provide and describe the overall objective(s) to which the action aims to contribute towards as well as the purpose that the action aims to achieve.
- ☐ Outputs and expected results (max 4 pages). Indicate how the action will improve the situation of target groups/beneficiaries as well as the technical and management capacities of target groups and/or any local partners where applicable. Be specific and quantify outputs as much as possible. Indicate notably foreseen publications. Describe the possibilities for replication and extension of the action outcomes (multiplier effects)
- ☐ The proposed activities and their effectiveness (max 9 pages). Identify and describe in detail each activity to be undertaken to produce the results, justifying the choice of the activities and specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not repeat the action plan.

Indicate clearly the sequence of, and links between all different activities in an appropriate Project Management form, identifying the critical path for implementing the action (start-to-finish, finish-to-finish, start -to-start, etc.)

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<sup>3</sup> See paragraph 2.2 in Section II for the list of Sectors

## 1.8. Methodology (max 4 pages)

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Describe in detail:

- ☐ the methods of implementation and reasons for the proposed methodology;
- ☐ where the action is the prolongation of a previous action or project, how the action is intended to build on the results of this previous action;
- ☐ where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other eventual planned project. Please specify the potential synergies with other initiatives, in particular from the EC;
- ☐ the procedures for follow up and internal/external evaluation;
- ☐ the role and participation in the action of the various actors and stakeholders (local partner, target groups, local authorities, etc.), and the reasons for which these roles have been assigned to them;
- ☐ the organisational structure and team proposed for implementation of the action (by function: there is no need to include the names of individuals);
- ☐ the main means proposed for the implementation of the action (equipment, tools...) and for carrying out the proposed activities;
- ☐ the involvement of implementing partners, their role and relationship to the applicant, if applicable, and the applicant's relationship with them;
- ☐ the attitudes of all stakeholders towards the action in general and the activities in particular;
- ☐ any anticipated synergies with , or possible constraints due to other current or planned projects or activities in the vicinity of the location of the action.

## 1.9. Duration and indicative action plan for implementing the action

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

The indicative action plan may not prejudice a specific start up implementation date. To this end, it may not make reference to specific dates or months, and therefore simply show "month 1", "month 2", etc.

Applicants are recommended to base the estimated duration for each activity and total period on the **most probable duration** and not on the shortest possible duration by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should correspond to the activities described in detail in this section. The implementing body shall be either the applicant or any of the partners, associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, it shall be divided into six-month interim periods (NB: A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2.1 of the General Conditions of the grant contract).

The action plan shall be coherent with, and based on the identification of all links and relation between the different activities described in section 1.7.

The action plan will be drawn up using the following format:

Year 1													
	Semester 1						Semester 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1 (title)													Local partner 1
Execution Activity 1 (title)													Local partner 1
Preparation Activity 2 (title)													Local partner 2
Etc.													

For the following years:										
Activity	Semester 3	4	5	6	7	8	9	10	Implementing body	
Example	example								example	
Execution Activity 1 (title)									Local partner 1	
Execution Activity 2 (title)									Local partner 2	
Preparation Activity 3 (title)									Local partner 1	
Etc.										

### 1.10. Sustainability (max 3 pages)

- ☐ Provide a detailed risk analysis and eventual contingency plans. This should include at minimum a list of risks associated for each action proposed accompanied by relevant mitigation measures. A good risk analysis would include a range of risk types including physical, environmental, political, economic and social risks.
- ☐ Describe the main preconditions and assumptions during and after the implementation phase.
- ☐ Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc., if any.

In so doing, please make a distinction between the following 3 dimensions of sustainability:

- ☐ Financial sustainability (financing will follow up activities, sources of revenue for covering all future operating and maintenance costs, etc.);
- ☐ Institutional level (which structures would allow, and how, the results of the action to continue be in place after the end of the action? Address issues about the local "ownership" of action outcomes);
- ☐ Policy level where applicable (What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc.).



### **1.11. Logical framework**

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Please fill in Annex C<sup>4</sup> to the Guidelines for applicants.

## **2. BUDGET FOR THE ACTION**

Fill in Annex B (worksheet 1) to the Guidelines for applicants for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Section 2.1.4).

## **3. EXPECTED SOURCES OF FUNDING**

Fill in Annex B (worksheet 2) to the Guidelines for applicants to provide information on the expected sources of funding for the action.

Please note that there are two different sheets to be completed

Please mention here below the contributions in kind to be provided (please specify), if any (maximum 1 page).

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<sup>4</sup> Explanations can be found at the following address:  
[http://ec.europa.eu/europeaid/reports//index\\_en.pdf](http://ec.europa.eu/europeaid/reports//index_en.pdf)

#### 4. EXPERIENCE OF SIMILAR ACTIONS

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past three years

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which you are requesting a grant.

<b>Reference no:</b>	<b>Project title:</b>		<b>Sector (see section 2.2 of section II):</b>			
<b>Name of organisation</b>	<b>Location of the action</b>	<b>Cost of the action (EUR)</b>	<b>lead manager or partner</b>	<b>Donors to the action (name)<sup>5</sup></b>	<b>Amount contributed (by donor)</b>	<b>Dates (from dd/mm/yyyy to dd/mm/yyyy)</b>
...	...	...	...	...	...	...
<b>Object and results of the action</b>						
...						

<sup>5</sup> If the Donor is the EU Commission or an EU Member States, please specify the EC budget line, EDF or EU Member State.

## II. THE APPLICANT

<b>EuropeAid ID number<sup>6</sup></b>	
<b>Name of the organisation:</b>	

Applicants that are registered in PADOR do not need to fill in the rest of this section.

### 1. IDENTITY

<b>Legal Entity File number<sup>7</sup></b>	
<b>Abbreviation :</b>	
<b>Registration Number (or equivalent)</b>	
<b>Date of Registration</b>	
<b>Official address of Registration</b>	
<b>Country of Registration<sup>8</sup> / Nationality<sup>9</sup></b>	
<b>E-mail address of the Organisation</b>	
<b>Telephone number:</b> Country code + city code + number	
<b>Fax number:</b> Country code + city code + number	
<b>Website of the Organisation</b>	

<sup>6</sup> This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>

<sup>7</sup> If the applicant has already signed a contract with the European Commission

<sup>8</sup> For organisations. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

<sup>9</sup> For individuals. If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

## 2. PROFILE

<b>Legal status</b>	
<b>Profit-Making</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NGO</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Value based<sup>10</sup></b>	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
<b>Is your organisation linked with another entity?</b>	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> No, independent

### 2.1. Category

<b>Category<sup>11</sup></b>	<b>Public</b>	<b>Private</b>
	<input type="checkbox"/> Public Administration <input type="checkbox"/> Decentralised representatives of Sovereign States <input type="checkbox"/> International Organisation <input type="checkbox"/> Judicial Institution <input type="checkbox"/> Local Authority <input type="checkbox"/> Implementation 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	<input type="checkbox"/> Implementation 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 <input type="checkbox"/> Other Non State Actor

<sup>10</sup> Please choose only one set of values.

<sup>11</sup> Please specify 1) the Sector to which your organisation belongs, as defined in its statutes (or equivalent document): Public (established and/or funded by a public body) OR Private (established and/or funded by a private entity); 2) in the appropriate column, the Category to which your organisation belongs (ONE CHOICE ONLY).

## 2.2. Sector(s)<sup>12</sup>

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- |  |
|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/>112 Basic education</li><li><input type="checkbox"/>113 Secondary education</li><li><input type="checkbox"/>114 Post-secondary education</li><li><input type="checkbox"/>121 Health, general</li><li><input type="checkbox"/>12240 Basic Nutrition</li><li><input type="checkbox"/>12250 Infectious Disease Control</li><li><input type="checkbox"/>12261 Health Education</li><li><input type="checkbox"/>12281 Health Personnel Development</li><li><input type="checkbox"/>13020 Reproductive Health Care</li><li><input type="checkbox"/>13040 STD control including HIV/AIDS</li><li><input type="checkbox"/>14 WATER SUPPLY AND SANITATION</li><li><input type="checkbox"/>15130 Legal and judicial development</li><li><input type="checkbox"/>15140 Government administration</li><li><input type="checkbox"/>15150 Strengthening civil society</li><li><input type="checkbox"/>15161 Elections</li><li><input type="checkbox"/>15162 Human Rights</li><li><input type="checkbox"/>15210 Security system management and reform</li><li><input type="checkbox"/>15220 Civilian peace-building, conflict prevention and resolution</li><li><input type="checkbox"/>15230 Post-conflict peace-building (UN)</li><li><input type="checkbox"/>15240 Reintegration and SALW control</li><li><input type="checkbox"/>15250 Land mine clearance</li><li><input type="checkbox"/>15261 Child soldiers (prevention and demobilisation)</li><li><input type="checkbox"/>16064 Social mitigation of HIV/AIDS</li><li><input type="checkbox"/>21 TRANSPORT AND STORAGE</li><li><input type="checkbox"/>220 Communications</li><li><input type="checkbox"/>22030 Radio/Television/Print Media</li><li><input type="checkbox"/>22040 Information and communication technology (ICT)</li><li><input type="checkbox"/>23 ENERGY</li><li><input type="checkbox"/>24 BANKING AND FINANCIAL SERVICES</li><li><input type="checkbox"/>25 BUSINESS AND OTHER SERVICES</li><li><input type="checkbox"/>311 Agriculture</li><li><input type="checkbox"/>312 Forestry</li><li><input type="checkbox"/>313 Fishing</li><li><input type="checkbox"/>321 Industry</li><li><input type="checkbox"/>322 Mineral resources and mining</li><li><input type="checkbox"/>323 Construction</li><li><input type="checkbox"/>331 Trade policy and regulation</li><li><input type="checkbox"/>332 Tourism</li><li><input type="checkbox"/>41 GENERAL ENVIRONMENTAL PROTECTION</li><li><input type="checkbox"/>42010 Women in development</li><li><input type="checkbox"/>52 DEVELOPMENTAL FOOD AID/FOOD SECURITY</li><li><input type="checkbox"/>600 ACTION RELATING TO DEBT</li><li><input type="checkbox"/>7 HUMANITARIAN AID</li><li><input type="checkbox"/>72030 Aid To Refugees (In Recipient Country)</li><li><input type="checkbox"/>730 Reconstruction relief</li><li><input type="checkbox"/>740 Disaster prevention and preparedness</li><li><input type="checkbox"/>92010 Support to national NGOs</li><li><input type="checkbox"/>92020 Support to international NGOs</li><li><input type="checkbox"/>92030 Support to local and regional NGOs</li><li><input type="checkbox"/>99820 Promotion of Development Awareness</li></ul> |
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<sup>12</sup> Please tick the box for each sector your organisation has been active in. The sectors starting with a reference come from the DAC list set up by the OECD.

### 2.3. Target group(s)

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- ☐ All
- ☐ Child soldiers
- ☐ Children (less than 18 years old)
- ☐ Community Based Organisation(s)
- ☐ Consumers
- ☐ Disabled
- ☐ Drug consumers
- ☐ Educational organisations (school, universities)
- ☐ Elderly people
- ☐ Illness affected people (Malaria, Tuberculosis, HIV/AIDS)
- ☐ Indigenous peoples
- ☐ Local authorities
- ☐ Migrants
- ☐ Non Governmental Organisations
- ☐ Prisoners
- ☐ Professional category
- ☐ Refugees and displaced
- ☐ Research organisations/Researchers
- ☐ SME/SMI
- ☐ Students
- ☐ Urban slum dwellers
- ☐ Victims of conflicts/catastrophies
- ☐ Women
- ☐ Young people
- ☐ Other (please specify): .....

### 3. CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

#### 3.1. Experience by Sector (for each sector selected in 2.2.)

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Sector	Year(s) of Experience	Experience in the last 3 years	Number of Projects	Estimated Amount (in thousand Euros)
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> Less than a year <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown

### 3.2. Experience by Geographical area (country or region)

By Geographical area (country or region)	Year(s) of Experience	Number of Projects	Estimated Amount (in thousand Euros)
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown
	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 5 years <input type="checkbox"/> 6 to 10 years <input type="checkbox"/> 11 to 20 years <input type="checkbox"/> 20 years +	<input type="checkbox"/> 1 to 5 <input type="checkbox"/> 6 to 10 <input type="checkbox"/> 11 to 20 <input type="checkbox"/> 21 to 50 <input type="checkbox"/> 51 to 200 <input type="checkbox"/> 200 to 500 <input type="checkbox"/> 500+	<input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 5 <input type="checkbox"/> 5 to 20 <input type="checkbox"/> 20 to 50 <input type="checkbox"/> 50 to 100 <input type="checkbox"/> 100 to 300 <input type="checkbox"/> 300 to 1.000 <input type="checkbox"/> 1000 <input type="checkbox"/> Unknown

#### Cross-reference of experience by Sector and by Geographical area:

Sector(s) (as selected in 2.2)	Geographical area(s) (country or region, as identified previously)



### 3.3. Resources

#### 3.3.1 Financial data. Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation

Year	Turnover or equivalent	Net earnings or equivalent	Total balance sheet or budget	Shareholders' equity or equivalent	Medium and long-term debt	Short-term debt (< 1 year)
N						
N-1						
N-2						

#### 3.3.2. Financing Source(s) (please tick the source(s) of the revenues of your organisation and specify the additional information requested)

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N	<input type="checkbox"/> EU Commission		N/A
N	<input type="checkbox"/> Member States Public Bodies		N/A
N	<input type="checkbox"/> Third Countries Public Bodies		N/A
N	<input type="checkbox"/> United Nations		N/A
N	<input type="checkbox"/> Other International Organisation(s)		N/A
N	<input type="checkbox"/> Private Sector		N/A
N	<input type="checkbox"/> Member's fees		
N	<input type="checkbox"/> Other (please specify): .....		N/A
N	Total	100%	N/A

Year	Source	Percentage (total for a given year must be equal to 100%)	Number of fee-paying members (only for source = Member's fees)
N – 1	<input type="checkbox"/> EU Commission		N/A
N – 1	<input type="checkbox"/> Member States Public Bodies		N/A
N – 1	<input type="checkbox"/> Third Countries Public Bodies		N/A
N – 1	<input type="checkbox"/> United Nations		N/A
N – 1	<input type="checkbox"/> Other International Organisation(s)		N/A
N – 1	<input type="checkbox"/> Private Sector		N/A
N – 1	<input type="checkbox"/> Member's fees		
N – 1	<input type="checkbox"/> Other (please specify): .....		N/A
N – 1	Total	100%	N/A
N – 2	<input type="checkbox"/> EU Commission		N/A
N – 2	<input type="checkbox"/> Member States Public Bodies		N/A
N – 2	<input type="checkbox"/> Third Countries Public Bodies		N/A
N – 2	<input type="checkbox"/> United Nations		N/A
N – 2	<input type="checkbox"/> Other International Organisation(s)		N/A
N – 2	<input type="checkbox"/> Private Sector		N/A
N – 2	<input type="checkbox"/> Member's fees		
N – 2	<input type="checkbox"/> Other (please specify): .....		N/A
N – 2	Total	100%	N/A

**3.3.3. Number of staff (full-time equivalent) (please tick one option for each type of staff):**

Type of staff	Paid	Unpaid
HQ Staff: recruited and based in Headquarters (located in Developed Country)	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Expat Staff: recruited in Headquarters (located in Developed Country) and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A
Local staff: recruited and based in Developing Country	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A	<input type="checkbox"/> < 10 <input type="checkbox"/> > 10 and < 50 <input type="checkbox"/> > 50 and < 100 <input type="checkbox"/> > 100 <input type="checkbox"/> N/A

**4. LIST OF THE MANAGEMENT BOARD/COMMITTEE OF YOUR ORGANISATION**

Name	Profession	Function	Country of Nationality	On the board since
Mr				
Ms				

### III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

#### 1. DESCRIPTION OF THE PARTNERS

This section must be completed **for each partner organisation** within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1
<b>EuropeAid ID number:</b> <sup>13</sup>	
<b>Full legal name</b>	

Partners that are registered in PADOR do not need to fill in the rest of this section which is **marked in grey**.

<b>Date of Registration</b>	
<b>Legal status</b> <sup>14</sup>	
<b>Official address of Registration</b> <sup>15</sup>	
<b>Country of Registration</b> <sup>16</sup> / <b>Nationality</b> <sup>17</sup>	
<b>Contact person</b>	
<b>Telephone number:</b> country code + city code + number	
<b>Fax number:</b> country code + city code + number	
<b>E-mail address</b>	
<b>Number of employees</b>	

<sup>13</sup> This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>

<sup>14</sup> E.g. non profit making, governmental body, international organisation

<sup>15</sup> If not in one of the countries listed in section 2.1.1 of the Guidelines, please justify its location

<sup>16</sup> For organisations

<sup>17</sup> For individuals

<b>Other relevant resources</b>	
<b>Experience of similar actions, in relation to the role in the implementation of the proposed action</b>	
<b>History of cooperation with the applicant</b>	
<b>Role and involvement in preparing the proposed action</b>	
<b>Role and involvement in implementing the proposed action</b>	

**Important:** This application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

## **2. PARTNERSHIP STATEMENT**

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by the Delegation of the European Commission to Serbia (Contracting Authority). To ensure that the action runs smoothly, the Contracting Authority requires all partners to acknowledge this by agreeing to the principles of good partnership practice set out below.

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to the Contracting Authority.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
3. The applicant must consult with his partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the Contracting Authority. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the Contracting Authority.
6. Where the Beneficiary does not have his headquarters in the country where the action is implemented, the partners must agree before the end of the action, on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners or the final beneficiaries of the action.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

## IV. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate 1
<b>Full legal name</b>	
<b>EuropeAid ID number:</b> <sup>18</sup>	
<b>Country of Registration</b>	
<b>Legal status</b> <sup>19</sup>	
<b>Official address</b>	
<b>Contact person</b>	
<b>Telephone number:</b> country code + city code + number	
<b>Fax number:</b> country code + city code + number	
<b>E-mail address</b>	
<b>Number of employees</b>	
<b>Other relevant resources</b>	
<b>Experience of similar actions, in relation to role in the implementation of the proposed action</b>	
<b>History of cooperation with the applicant</b>	
<b>Role and involvement in preparing the proposed action</b>	
<b>Role and involvement in implementing the proposed action</b>	

<sup>18</sup> This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <http://ec.europa.eu/europeaid/online-services/pador>

<sup>19</sup> E.g. non profit making, governmental body, international organisation

## V. CHECKLIST

### EUROPEAID/126812/L/ACT/RS - EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR) - COUNTRY BASED SUPPORT SCHEME 2007-2008 - BUDGET LINE 19.04.01

<b>ADMINISTRATIVE DATA</b>	To be filled in by the applicant
<b>Name of the Applicant</b>	
<b>EuropeAid ID number</b>	
<b>Nationality<sup>20</sup>/Country<sup>21</sup> and date of registration</b>	
<b>Legal Entity File number<sup>22</sup></b>	
<b>Legal status<sup>23</sup></b>	
<b>Partner 1</b>	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:
<b>Partner 2</b>	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:
<b>NB:</b> Add as many rows as partners	

<sup>20</sup> For individuals

<sup>21</sup> For organisations

<sup>22</sup> If the applicant has already signed a contract with the European Commission

<sup>23</sup> E.g. non profit making, governmental body, international organisation...



<b>BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :</b>	<b>To be filled in by the applicant</b>	
<b>Title of the Proposal:</b>	<b>Yes</b>	<b>No</b>
<b>1. The correct grant application form, published for this call for proposals, has been used</b>		
<b>2. The proposal is typed and is in English</b>		
<b>3. One original and 2 copies are included</b>		
<b>4. An electronic version of the proposal (CD-Rom) is enclosed</b>		
<b>5. Each partner has completed and signed a partnership statement and the statements are included. Please indicate "Not applicable" (NA) if you have no partner</b>		
<b>6. The budget is presented in the format requested, is expressed in € and is enclosed</b>		
<b>7. The logical framework has been completed and is enclosed</b>		
<b>8. The duration of the action is equal to or lower than 24 months (the maximum allowed)</b>		
<b>9. The duration of the action is equal to or higher than 12 months (the minimum allowed)</b>		
<b>10. The requested contribution is equal to or higher than 25,000 EURO (the minimum allowed)</b>		
<b>11. The requested contribution is equal to or lower than 95,000 EURO (the maximum allowed)</b>		
<b>12. The requested contribution is equal to or higher than 50 % of the total eligible costs (minimum percentage required)</b>		
<b>13. The requested contribution is equal to or lower than 80 % of the total eligible costs (maximum percentage allowed)</b>		
<b>14. The Declaration by the applicant has been filled in and has been signed</b>		

## VI. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned, being the authorised signatory of the applicant, including every partner, hereby declares that

- ☐ the applicant has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;
- ☐ the applicant undertakes to comply with the obligations foreseen in the partnership statement of the grant application form and with the principles of good partnership practice;
- ☐ the applicant is directly responsible for the preparation, management and implementation of the action with its partners and is not acting as an intermediary;
- ☐ the applicant and its partners are not in any of the situations excluding them from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)). Furthermore, it is recognised and accepted that if we participate in spite of being in any of these situations, we may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;
- ☐ if selected, the applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the Guidelines for Applicants.;
- ☐ the applicant and each partner (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the Guidelines for Applicants;
- ☐ if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);
- ☐ the applicant and its partners are aware that, for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

The following grant applications have been submitted (or are about to be submitted) to the European Institutions, the European Development Fund and the EU Member States in the current year:

- <list only actions in the same field as this proposal>

The applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or Community institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

## VII. ASSESSMENT GRID

*(to be used by the Contracting Authority)*

	YES	NO
<b>STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK</b>		
1. The Deadline has been respected		
2. The Application form satisfied all the criteria mentioned in the Checklist (Section V of Part B of the Grant application form).		
The administrative verification has been conducted by: Date:		
<b>DECISION 1:</b> The Committee has recommended the Concept Note for Evaluation after having passed the Administrative check.		
<b>STEP 2 : EVALUATION OF THE CONCEPT NOTE</b>		
<b>DECISION 2:</b> The Committee has approved the Concept Note and decided to proceed with the evaluation of the full proposal after having pre-selected the best Concept Notes.		
The evaluation of the Concept Note has been conducted by: Date:		
<b>STEP 3: EVALUATION OF THE FULL APPLICATION FORM</b>		
<b>DECISION 3:</b> <b>A.</b> The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope.		
<b>B.</b> The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals		
The verification of the proposal has been conducted by: Date:		
<b>STEP 4: ELIGIBILITY VERIFICATION</b>		
3. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any)		
a. The applicant's statutes		
b. The statutes or articles of association of <u>all partners</u>		
c. The applicant's external audit report (if applicable)		
d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested.		
e. A Financial Identification form (see annex E of the Guidelines for Applicants).		
f. Copy of the applicant's latest accounts.		
g. Letter of support from associate organization (if applicable)		
The assessment of the eligibility has been conducted by: Date:		
<b>DECISION 4:</b> The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines.		