

**Contracting authority:** Secretariat of the Union for the Mediterranean

UfM Grant Scheme for the Promotion of Inclusive Digital Trade

**Grant application form**

Reference: <PRO487EDE-2023>

Deadline for submission of concept note and full application:

20th October 2024 (Barcelona date and time)

|  |  |
| --- | --- |
| 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*>* |
| Name of the lead applicant |  |
| Nationality of the lead applicant[[1]](#footnote-1) |  |

|  |  |
| --- | --- |
| Dossier No |  |
| (for official use only) | |

|  |  |
| --- | --- |
| Legal status[[2]](#footnote-2) |  |
| Co-applicant [[3]](#footnote-3) | <Name; Nationality and date of establishment; Legal status; Relation with the lead applicant > |
| Affiliated entity[[4]](#footnote-4) | <Name; Nationality and date of establishment; Legal status; Relation with the lead applicant or co-applicant> |

|  |  |
| --- | --- |
| Lead applicant’s contact details for the purpose of this action | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

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

**NOTICE**

This is an open call for proposals, where all documents are submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. Thereafter, for the lead applicants who have been pre-selected, the full applications will be evaluated. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the lead applicant’ sent together with the full application.

*How to adapt this standard grant application form:*

Where you see < ... >, enter the information relevant to the call for proposal in question.

The phrases within [ ] should only be included if appropriate, while the paragraphs shaded in grey should only need to be amended in exceptional cases, dictated by the requirements of a particular call for proposal procedure.

In no circumstances may you alter any other part of these standard instructions. Please remember to delete this paragraph, any other text with yellow highlighting and all such brackets in the final version

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# Part A. CONCEPT NOTE

## Instructions for drafting the concept note

Please note that if this is a restricted call, only the concept note shall be submitted in the first stage (not the full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

* includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
* includes the table of the summary of the action (without any limitation of size)
* includes the description of the action (not exceeding 2 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
* provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

### Summary of the action

Please complete the table below.

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: — specify country(ies), region(s) that will benefit from the action |  |
| Total duration of the action (months): |  |
| Requested contribution (amount) | [<EUR… ] |
| Requested contribution as a percentage of total eligible costs of the action (indicative) [[5]](#footnote-5) | % |
| Total indicative budget | [<EUR… ] |
| Objectives of the action | <Overall objective *(i.e. impacts)*>  <Specific objective(s) *(i.e. outcome(s))*> |
| Target group(s)[[6]](#footnote-6) |  |
| Final beneficiaries[[7]](#footnote-7) |  |
| Expected outputs |  |
| Main activities |  |

### Description of the action (max 2 pages)

Please provide all the following information:

Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)

Explain the objectives of the action given in the table in Section 1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held.

Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.

Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters

Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights[[8]](#footnote-8), gender equality[[9]](#footnote-9), democracy, good governance, , support to youth, children’s rights and indigenous peoples, environmental sustainability[[10]](#footnote-10) and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Outline the broad timeframe of the action and describe any specific factor taken into account.

### Relevance of the action (max 3 pages)

#### Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

1. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
2. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
3. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

#### Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

Please provide **all** the following information:

State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.

Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.

Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives.

Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others)

[NB: In exceptional cases where it is impossible to involve national organisations from the target country because of the particular situation in that country, the lead applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the concept note.]

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

Please provide all the following information:

Describe how the Action will contribute to the public benefit[[11]](#footnote-11)

Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain any participatory process ensuring participation by the target groups and final beneficiaries.

#### Particular added-value elements

Indicate any specific added-value elements of the action[[12]](#footnote-12) e.g. regional relevance, response to climate change, innovation and complementarity.

# Part B. Full Application Form[[13]](#footnote-13)

**To be submitted by all applicants**

## General information

|  |  |
| --- | --- |
| **Reference of the call for proposals** | PRO487EDE-2024 |
| **Title of the call for proposals** | **UfM Grant Scheme for the Promotion of Inclusive Digital Trade** |
| **Name of the lead applicant** |  |
| **Title of the action** |  |
| **Location of the action** | **<**specify country(ies), region(s) where the action will be implemented> |
| **Duration of the action** |  |

## The action[[14]](#footnote-14)

### Description of the action

#### Description (max 13 pages)

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s) and outputs):.

* Briefly outline the relevance of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication)
* Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants and affiliated entities.
* Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)[[15]](#footnote-15) and finally the outcome(s) to the expected impact[[16]](#footnote-16), making explicit the main assumptions and risks along this chain of results. .
* Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant and affiliated entity (and associates or contractors or recipients of financial support where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. List any publications proposed.
* If financial support is allowed by the guidelines for applicants, applicants wishing to give financial support to third parties must define, in line with the conditions set by the guidelines for applicants the objectives and results to be obtained with financial support, the different types of activities eligible for financial support, on the basis of a fixed list, the types of entity eligible or categories of persons which may receive financial support, the criteria for selecting these entities and giving the financial support, the criteria for determining the exact amount of financial support for each third entity, and the maximum amount which may be given. With reference to Section 2.4 of PRAG, the beneficiary of the grant contract shall be responsible for the respect of the EU restrictive measures in case of financial support to third entities.
* Indicate the main studies conducted in view of defining the scope of the action.

#### Implementation approach (max 5 pages)

Describe in detail:

* the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
* where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions- highlighting and recommendations of any evaluations carried out);
* where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives);
* the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
* the intended tasks and activities to promote internal management best practices (in particular with regards to results-based management approaches, financial management reinforcement and monitoring)[[17]](#footnote-17)
* the role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
* the planned monitoring arrangements and subsequent follow up
* the planned internal/external evaluation processes (*an evaluation should be foreseen for actions above EUR 500 000, and is highly recommended for actions below this amount*)
* the planned activities in order to ensure the visibility of the action and the contribution of the UfMS to its funding.

#### Indicative action plan for implementing the action (max 4 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

It is recommended to base the estimated duration of each activity and the 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 match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. 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 proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the special conditions of the grant contract).

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | | |
|  | Half-year 1 | | | | | | | Half-year 2 | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | | example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For the following years: | | | | | | | | | |
| Activity | Half-year 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Implementing body |
| Example | Example |  |  |  |  |  |  |  | Example |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 2 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |

#### Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

* Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of theaction..

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

d. Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

* Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

#### Logical framework

Please fill in Annex C to the guidelines for applicants.

#### Budget, amount requested from the contracting authority and other expected sources of funding

Fill in Annex B to the guidelines for applicants to provide information on:

* the budget of the action (worksheet 1), for the total duration of the action;
* justification of the budget (worksheet 2), for the total duration of the action, and
* amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.4 and 2.2.5).

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in EUR

### Lead applicant’s experience

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 a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

1. Other actions

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

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

### Co-applicant(s)'s experience (if applicable)

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 a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

1. Other actions

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

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

### Affiliated entity(ies) experience (if applicable)

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 a grant is being requested.

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

ii) Other actions

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

Maximum 1 page per action and maximum 10 actions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | | **Sector :** | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)** | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

## The LEAD applicant

|  |  |
| --- | --- |
| **Name of the organisation** |  |

### Identity

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration**[[18]](#footnote-18) |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |

**The contracting authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

## The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

|  |  |
| --- | --- |
|  | Co-applicant no.1 |
| **Name of the organisation** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No. □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity:  **□** Yes, controlled entity(ies)  **□** Yes, family organisation / network entity[[19]](#footnote-19)  **□** No, independent |
| **History of cooperation with the lead applicant** |  |

**Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.**

**Mandate (for co-applicant(s))**

The co-applicant(s) authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the Secretariat of Union for the Mediterranean (‘contracting authority’), as well as, to represent the co-applicant in all matters concerning this grant contract.

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: |  |

## AFFILIATED ENTITY(ies) participating in the action

### Description of the affiliated entity(ies)

This section must be completed for each affiliated entity 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 each affiliated entity.

|  |  |
| --- | --- |
|  | Affiliated entity no.1 |
| **Full legal name** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **If fulfilling the criteria and conditions to be considered as affiliated entity(ies)[[20]](#footnote-20) specify to which entity you are affiliated (lead applicant/co-applicant) detailing the specific nature of the affiliation (i.e. parent entity,**  **family organisation / network entity, etc)** |  |
| **Official address of** **registration**[[21]](#footnote-21) |  |
| **Country of registration**[[22]](#footnote-22) |  |
| **Contact person** |  |
| **Telephone number**: country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **History of cooperation with the lead applicant/co-applicant** |  |
| **Category (refer to Section 3.2.1)** |  |
| **Sector(s) (refer to Section 3.2.2)** |  |
| **Target group(s) (refer to Section 3.2.3 3)** |  |

**Important: This application form must be accompanied by a signed and dated affiliated entities' statement from each affiliated entity, in accordance with the template provided below.**

### Affiliated entity(ies)'s statement

To ensure that the action runs smoothly, the Secretariat of Union for the Mediterranean (contracting authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

1. All affiliated entity(ies) must have read the guidelines for applicants and grant application form and understood their role in the action before the application is submitted to the contracting authority.
2. All affiliated entity(ies) must have read the standard grant contract (or Contribution Agreement, where applicable) and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation to which they are affiliated to sign the contract on their behalf with the contracting authority and represent them in all dealings with the contracting authority in the context of the action’s implementation.
3. The affiliated entity(ies) must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the contracting authority.
5. Proposals for substantial changes to the action (e.g. changes in activities that could affect the basic purpose of the action, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the contracting authority.

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: |  |

## Associates participating in the action

This section must be completed for each associated organisation within the meaning of Section 2.1.3 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

|  |  |
| --- | --- |
|  | Associate <number> |
| **Full legal name** |  |
| **Country of registration** |  |
| **Legal status**[[23]](#footnote-23) |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar actions, in relation to role in the implementation of the proposed action** |  |
| **History of cooperation with the applicants** |  |
| **Role and involvement in preparing the proposed action** |  |
| **Role and involvement in implementing the proposed action** |  |

## Checklist for the full application form

**PRO487EDE-2024 UfM Grant Scheme for the Promotion of Inclusive Digital Trade**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **Country and date of registration**[[24]](#footnote-24) |  |
| **Legal status**[[25]](#footnote-25) |  |
| **Co-applicant[[26]](#footnote-26)** |  |
| **Name of the co-applicant** |  |
| **Country** **and date of registration** |  |
| **Legal status** |  |
| **Affiliated entity[[27]](#footnote-27)** |  |
| **Name of the affiliated-entity** |  |
| **Country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (lead applicant and/or the co-applicant).**  **Specify the kind of affiliation you have with that entity.** |  |

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the action:**  **<**indicate the title> | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The correct grant application form has been used.** |  |  |
| **2. The declaration by the lead applicant has been filled in and signed.**  **The lead applicant, the co-applicants and the affiliated entities have filled**  **in the declaration on honour on exclusion criteria and selection criteria** |  |  |
| **3. The proposal is typed and is in English.** |  |  |
| **5. An electronic version of the proposal is enclosed** |  |  |
| **6. Each co-applicant has completed and signed the mandate and the mandate is included. <Please write ‘Not applicable’ (NA) if you have no co-applicant(s)>]** |  |  |
| **7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. Please write ‘Not applicable’ (NA) if you have no**  **affiliated entity(ies)]** |  |  |
| **8. The budget is enclosed, in balance, presented in the format requested, and stated in EUR** |  |  |
| **9. The logical framework has been completed and is enclosed.** |  |  |
| **PART 2 (ELIGIBILITY)**  **10. The action will be implemented in eligible country(ies)[[28]](#footnote-28) and in the minimum required number of eligible countries.** |  |  |
| **11. The duration of the action is between 6 months and 12 months (the minimum and maximum allowed).** |  |  |
| **12. The requested UfM contribution is between 150.000 and 300.000 EUR (the minimum and maximum allowed).** |  |  |
| **14. The requested UfM contribution for grants above or equal 150.000 EUR is between 50 % and 80 % of the total eligible costs (minimum and maximum percentage allowed).** |  |  |

## Declaration by the LEAD applicant (FULL APPLication)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* if the requested amount is above EUR 60.000 the lead applicant, the co-applicant(s) and the affiliated entities must fill in and sign the declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <http://ec.europa.eu/europeaid/prag/document.do>. Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
* **the lead applicant and each co-applicant and affiliated entity (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 lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

<list source and amount and indicate status (i.e. applied for or awarded)>

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded.

We are aware that, for the purposes of safeguarding the UfM’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office, and in accordance with the provisions of the UfM code of conduct, UfM anti-corruption and anti-fraud policy.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## Assessment grid FOR the full application

(FOR the USE OF THE contracting authority ONLY)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** | |
| **opening &administrative check and concept note evaluation** | |  | |  | |
| 1. The submission deadline has been met. | |  | |  | |
| 2. The application satisfies all the criteria specified in the checklist in Section 7 of Part B. | |  | |  | |
| Administrative compliance has been checked by:  Date: | | | | | |
| **DECISION:**  **A.** The committee has decided to evaluate the concept note, which passed the administrative checks. | |  | |  | |
| **B.** The committee has decided to recommend evaluation of the full application form. | |  | |  | |
| The concept note has been evaluated by:  Date: | |  | |  | |
| **evaluation of the full application** | |  | |  | |
| **decision:**  **A.** The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking. | |  | |  | |
| **B.** The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking | |  | |  | |
| The proposal has been evaluated by:  Date: | | | | | |
| **eligibility verification** |  | |  | |
| 3. The checklist for the full application form (part 2) has been duly completed. |  | |  | |
| 4. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines. |  | |  | |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1 of the guidelines. |  | |  | |
| 6. The affiliated entity(ies), if any, satisfy the eligibility criteria in Section 2.1.3 of the guidelines. |  | |  | |
| 7. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.4) |  | |  | |
| a. The lead applicant's statutes or articles of association |  | |  | |
| b. The statutes or articles of association of the co-applicants and the affiliated entity(ies) |  | |  | |
| c. The lead applicant’s external audit report (if applicable) |  | |  | |
| d. Copy of the lead applicant’s latest accounts. |  | |  | |
| 8. Legal Personality |  | |  | |
| Is the applicant registered? Please attach evidence of registration |  | |  | |
| Extracts from the appropriate register documents indicating country of establishment of the institution/ organisations’ registered office and year of establishment |  | |  | |
| Tax number registration or other means of tax accreditation under national laws. |  | |  | |
| 9. Public-Benefit Status |  | |  | |
| 1. Do the proposed activities for the Action fall under the category of ‘public benefit’? |  | |  | |
| 1. Does the applicant have non-for-profit status under local laws? |  | |  | |
| 1. Does the applicant have public benefit status? Or are the applicants’ usual activities within the ‘public-benefit sector’? |  | |  | |
| 1. Articles of association, register entry, statutes or comparable documents indicating that the applicants’ mandate and activities fall within ‘public benefit sector’ and that the entity is non-for-profit. |  | |  | |
| Eligibility has been assessed by:  Date: | | | | |
| **decision:**  The committee has checked the proposal’s eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding. |  | |  | |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call. [↑](#footnote-ref-1)
2. E.g. non-profit. [↑](#footnote-ref-2)
3. Use one row for each co-applicant. [↑](#footnote-ref-3)
4. Use one row for each affiliated entity. [↑](#footnote-ref-4)
5. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-5)
6. ‘Target groups’ are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-6)
7. ‘Final beneficiaries’ are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-7)
8. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at[https://op.europa.eu/en/publication-detail/-/publication/7c100015-8d09-4e64-bd62-362e16206431/language-en#](https://op.europa.eu/en/publication-detail/-/publication/7c100015-8d09-4e64-bd62-362e16206431/language-en) [↑](#footnote-ref-8)
9. See Guidance on Gender equality at <https://europa.eu/capacity4dev/t-and-m-series/documents/toolkit-mainstreaming-gender-equality-ec-development-cooperation-0> [↑](#footnote-ref-9)
10. See Guidelines for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0> [↑](#footnote-ref-10)
11. An activity that is dedicated to the altruistic advancement of the general public in material respects. It shall not be deemed an advancement of the general public if the group of persons benefiting from such advancement is circumscribed, for instance by membership of a family or the workforce of an enterprise, or can never be other than small as a result of its definition, especially in terms of geographical or professional attributes (i.e the advancement of upbringing, adult education and vocational training  or the advancement of development cooperation). [↑](#footnote-ref-11)
12. Elements of added value under this call for proposals are: Regional added value, innovation, complementarity, impact, sustainability, response to climate change, experience, target group and local context.

    Please refer to page 14 of the Guidelines for Grant Applicants for more detailed information on elements of added value. [↑](#footnote-ref-12)
13. The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C). [↑](#footnote-ref-13)
14. The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action. [↑](#footnote-ref-14)
15. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s) [↑](#footnote-ref-15)
16. The impact is the long-term expected effect of the action fulfilling the overall objective [↑](#footnote-ref-16)
17. Applications for this call for proposals may include costs and tasks aimed at incorporating results-based management methodologies and reinforcement of internal implementation and oversight resources for the applicants - namely financial management procedures- that are intended to improve implementation, monitoring, and reporting of the Action. [↑](#footnote-ref-17)
18. If the lead applicant is not established in one of the countries listed in Section 2.1.1 of the guidelines for applicants: Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia, please ensure that:

    The lead applicant is established in the UfM Region

    At least one co-applicant is established in one of the 8 target countries (Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia) [↑](#footnote-ref-18)
19. [↑](#footnote-ref-19)
20. As described in Section 2.1.2. of the guidelines for applicants. [↑](#footnote-ref-20)
21. Affiliated entities must be established in one of the countries listed in Section 2.1.1 of the guidelines for applicants. [↑](#footnote-ref-21)
22. For organisations. [↑](#footnote-ref-22)
23. E.g. non-profit association, foundation. [↑](#footnote-ref-23)
24. For organisations. [↑](#footnote-ref-24)
25. E.g. non-profit. [↑](#footnote-ref-25)
26. Add as many rows as co-applicant(s). [↑](#footnote-ref-26)
27. Add as many rows as affiliated entities. [↑](#footnote-ref-27)
28. Under this call for proposals, all applicants must be established in the UfM Region.

    Additionally, either the lead applicant or at least one co-applicant must be established in one of the following countries: Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia. [↑](#footnote-ref-28)