



European Commission

Investing in People

Education, knowledge and skills

**Towards demand-driven Technical and Vocational
Education and Training systems**

Open Call for Proposals 2008

Grant Application Form (Parts A and B)

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider).

We also suggest you use double-sided print-outs as much as possible.

Budget line 21.05.01.02

Reference: EuropeAid/127877/C/ACT/Multi

Deadline for submission of applications:
10 June 2009

Dossier No	
(for official use only)	

NOTICE

Evaluation grids and application forms have been modified under this call so as to give more weight to relevance in the Concept Note evaluation. Relevance will therefore constitute the major criterion in pre-selection. Relevance will not be evaluated again when assessing the Full Application form. **It is therefore of utmost importance that applicants use the correct application form for this call.**

Prior registration by applicants and partners in EuropeAid's on-line database, PADOR available at : http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm is obligatory under the present call for proposals (see section 2.2 of the Guidelines for details).

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. APPLICANT AND PARTNERS

Name of the applicant:	
Nationality ¹ of the applicant and date of establishment:	
Applicant's EuropeAid ID number ² :	
Ongoing contract /Legal Entity File number (if available) ³ :	
Legal status ⁴ :	
Partner 1:	Name: EuropeAid ID number ⁵ : Nationality and date of establishment ⁶ : Legal status ⁷ :
Partner 2: NB: Add as many rows as partners	Name: EuropeAid ID number: Nationality and date of establishment: Legal status:

¹ The statutes must make it possible to ascertain that the organisation was set up by an act governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or have a “Memorandum of Understanding”. In the case of international organisations, indicate N/A.

² This number is allocated to an organisation which registers its data in PADOR. For more information and to register, please visit http://ec.europa.eu/europeaid/onlineservices/pador/index_en.htm

³ If the applicant has already signed a contract with the European Commission / has been informed of the relevant Legal Entity File number. If neither of these apply, indicate N/A.

⁴ E.g. non profit making, NGO, international organisation etc.

⁵ See footnote 2.

⁶ See footnote 1.

⁷ See footnote 4.

PART A – CONCEPT NOTE – TO BE SUBMITTED BY ALL APPLICANTS

Applicant's contact details for the purpose of this action:	
Postal address:	
Telephone number: Country code + city code + number	
Mobile: Country code + number	
Fax number: Country code + city code + number	
Contact person for this action :	
Contact person's e-mail address :	
E-mail address of the Organisation	
Website of the organisation:	

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

II. THE ACTION

The applicant must ensure that the present section of the Concept Note:

- does not exceed 5 full pages (A4 size) of Times New Roman 11 characters with 2 cm margins.
- responds, in the same sequence, to the headings listed below. It is expected that the size of each section will reflect the relative importance of each heading (ref. max scores in the evaluation grid in the Guidelines). 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.

PART A – CONCEPT NOTE – TO BE SUBMITTED BY ALL APPLICANTS

1. SUMMARY OF THE ACTION

Please complete the table below which should not exceed 1 page.

Title of the action:	
Location(s) of the action: <i>- specify country(ies), region(s) that will benefit from the action</i>	
Total duration of the action (<i>months</i>):	
Objectives of the action	<Overall objective(s)> <Specific objective(s)>
Target group(s) ⁸	
Final beneficiaries ⁹	
Estimated results	
Main activities	

⁸ “Target groups” are the groups/entities who will be directly positively affected by the action at the action purpose level.

⁹ “Final beneficiaries” are those who will benefit from the action in the long term at the level of the society or sector at large.

2. RELEVANCE OF THE ACTION (MAX 3 PAGES)

2.1. Relevance to the objectives/sectors/themes/specific priorities of the Call for Proposals

Please provide **all** the following information:

- Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals.
- Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements indicated in the Guidelines of the call such as partnership, local ownership, etc.
- Describe which particular expected results mentioned in the Guidelines of the call will be addressed.

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

Please provide **all** the following information:

- Identify 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.
- In addressing the point above, refer to any significant plans undertaken at national, regional and/or local level relevant for 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 the proposed action is intended to build on the activities/ results of this previous action; refer to main conclusions and recommendations of evaluations that might have been carried out.
- Where the action is part of a larger programme, clearly explain how it fits or is coordinated with this programme or any other planned project. Specify the potential synergies with other initiatives, in particular from the European Commission.

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

Please provide **all** the following information:

- Include a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
- Identify the needs and constraints of each of the target groups and final beneficiaries.
- Demonstrate the relevance of the action to the needs and constraints of the target groups and final beneficiaries.
- Explain any participatory process ensuring participation of target groups and final beneficiaries.

2.4. Particular added-value elements

- Indicate any specific added value elements such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous people, innovation, use of best practice models, etc.

3. DESCRIPTION OF THE ACTION (MAX 1 PAGE)

Please provide **all** the following information:

- Background to the preparation of the action.
- Describe the objectives of the action. (Elaborate here on the objectives mentioned in the table in section II.1 above.)
- Describe the key stakeholder groups, their attitudes towards the action and any consultation undertaken with them.
- Provide brief information on the type of activities foreseen and specify related outputs and results, including a description of linkages/relationships between activity clusters.
- Indicate the broad timeframe for the action and describe any specific factor that has been taken into account.

PART B – FULL APPLICATION FORM

I. GENERAL INFORMATION

Reference of the Call for Proposals	EuropeAid/127877/C/ACT/Multi
Title of the Call for Proposals	Investing in People – Education, knowledge and skills – Towards demand-driven Technical and Vocational Education and Training systems
Name of the applicant:	
EuropeAid ID number¹⁰	

II. THE ACTION

1. DESCRIPTION

1.1. Objectives

Assessors will refer to information already provided under Part A (Concept Note), therefore **do not** include any information here as it will not be taken into account.

1.2. Relevance of the action

Assessors will refer to information already provided under Part A (Concept Note), therefore **do not** include any information here as it will not be taken into account.

1.3. Description of the action and its effectiveness (max 14 pages)

Provide a description of the proposed action, including **all** the information requested below:

- **Making reference to the overall objective(s) and specific objective(s), outputs and results described in the Concept Note form**, elaborate on **specific expected results** indicating how the action will improve the situation of the target groups and final beneficiaries as well as the technical and management capacities of target groups and/or any local partners. Indicate notably foreseen publications.
- **Making reference to the overall objective(s) and specific objective(s), outputs and results described in the Concept Note form**, identify and describe in detail **each activity** (or work package) to be undertaken to produce results, justifying the choice of the activities and specifying the role of each partner (and associates or subcontractors where applicable) in the activities. In this

¹⁰ See footnote 2

PART B – FULL APPLICATION FORM – TO BE SUBMITTED BY ALL APPLICANTS

respect, the detailed description of activities must not repeat the action plan (to be provided in section II.1.5 below) **but** demonstrate coherence and consistency in the project design.

1.4. Methodology (max 4 pages)

Describe in detail **all** information requested below:

- the methods of implementation and reasons for the proposed methodology;
- the procedures for follow up, monitoring and internal/external evaluation;
- the role and participation in the action of the various actors and stakeholders (local partner(s), 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, materials and supplies to be acquired or rented)
- the planned activities in order to ensure the visibility of the action and the EC funding.

1.5. Duration and indicative action plan for implementing the action

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

Applicants should not indicate a specific start up date for the implementation of the action but 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 section II.1.3 above. 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 towards 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 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

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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.														

1.6. Sustainability (max 3 pages)

Provide **all** information requested below:

- Describe the expected impact of the action with quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.).
- Describe a dissemination plan and the possibilities for replication and extension of the action outcomes (multiplier effects), clearly indicating any foreseen dissemination channel.
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated for 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.
- 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, communication plan, etc. In doing so, make a distinction between the following 3 dimensions of sustainability:
 - a. Financial sustainability: financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs, etc.;
 - b. Institutional sustainability: including 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 action outcomes;
 - c. Policy level sustainability (where applicable) including the structural impact of the action (improved legislation, consistency with existing framework/s, codes of conduct, methods, etc.).

1.7. Logical framework

Please fill in Annex C¹¹ to the Guidelines for applicants. The Logical Framework should be completed with care in the proposed format and results should be quantified where possible.

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 1.3, 2.1.4 and 2.2.1).

Explain and justify (maximum 2 pages) the main costs included in the budget.

Please note that the cost of the action and the contribution requested from the European Commission must be expressed in EUR. The budget must be drawn up without using decimals.

If the financing in full of the action by the European Commission is allowed by the Guidelines for applicants (see section 1.3 of the Guidelines), justify in this section your request to benefit from such financing in full, by showing that it is **essential** to carry out the action.

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.

¹¹ Explanations can be found at the following address:
http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

PART B – FULL APPLICATION FORM – TO BE SUBMITTED BY ALL APPLICANTS

4. APPLICANT'S 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.

Project title:		SECTOR¹²:			
Location of the action	Cost of the action (EUR)	Lead manager or partner	Donors to the action (name)¹³	Amount contributed (by donor)	Dates (from dd/mm/yy to dd/mm/yy)
...
Objectives and results of the action					
...					

¹² See the standard list of sectors in PADOR or in Annex MA to the Guidelines for grant applicants.

¹³ If the Donor is the European Commission or an EU Member State, please specify the EC budget line, EDF or EU Member State.

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. DESCRIPTION OF THE PARTNERS

This form must be completed for **each partner 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 partners.

EuropeAid ID number¹⁴	
Full legal name	
Nationality¹⁵	
Experience of similar actions, in relation to the role played in the implementation of the proposed action	
History of cooperation with the applicant	

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 European Commission. To ensure that the action runs smoothly, the European Commission 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 European Commission.
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 European Commission and represent them in all dealings with the European Commission 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 European Commission.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to the European Commission. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the European Commission.

¹⁴ See footnote 2.

¹⁵ See footnote 1.

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6. Where the Beneficiary does not have its 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 European Commission. 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
Full legal name	
EuropeAid ID number: ¹⁶	
Nationality ¹⁷	
Legal status ¹⁸	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Other relevant resources	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicant	

¹⁶ If existing. Associates do not need to register in PADOR.

¹⁷ See footnote 1.

¹⁸ E.g. non-profit making organisation, governmental body, international organisation, etc.

V. CHECKLIST

BEFORE SUBMITTING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING COMPONENTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA :	To be filled in by the applicant	
	Yes	No
Title of the Proposal:		
PART 1 (ADMINISTRATIVE)		
1. The correct Grant Application Form, published for this Call for Proposals, has been used		
2. The Declaration by the applicant has been filled in and has been duly signed and is enclosed.		
3. The proposal is typed and is in English.		
4. One paper original is enclosed.		
5. An electronic version of the proposal (CD-Rom or USB) is enclosed.		
6. Each partner has completed and signed a partnership statement and the statements are enclosed.		
7. The budget is presented in the format requested, is expressed in EUR and is enclosed.		
8. The logical framework has been completed and is enclosed.		
PART 2 (ELIGIBILITY)		
9. The action will be implemented in an eligible country(ies)		
10. The duration of the action is equal to or lower than 36 months (the maximum allowed)		
11. The duration of the action is equal to or higher than 12 months (the minimum allowed)		
12. The requested contribution is equal to or higher than EUR 1 000 000 (the minimum allowed)		
13. The requested contribution is equal to or lower than EUR 2 000 000 (the maximum allowed)		
14. The requested contribution is equal to or less than 90% of the total eligible costs (maximum percentage allowed) or, if full financing is being requested, a justification has been provided under Part B, Section II.2 of the application form		
15. The applicant is registered in PADOR and all supporting documents have been uploaded.		
16. If the applicant is requesting a derogation from PADOR registration, Annex MA and all supporting documents have been submitted with the application.		

PART B – FULL APPLICATION FORM – TO BE SUBMITTED BY ALL APPLICANTS

17. The partner(s) is/are registered in PADOR and all supporting documents have been uploaded.		
18. If a derogation from PADOR registration is being requested for the partner(s), Annex M_B and all supporting documents have been submitted with the application.		

VI. DECLARATION BY THE APPLICANT

The applicant, represented by the undersigned being the authorised signatory of the applicant, and, in the context of the present call for proposals, representing any partners (if any) in the proposed action, hereby declares that

it has the sources of financing and professional competence and qualifications specified in section 2 of the Guidelines for Applicants;

it undertakes to comply with the obligations foreseen in the partnership statement of the Grant Application Form and with the principles of good partnership practice;

it is directly responsible for the preparation, management and implementation of the action with its partners and is not acting as an intermediary;

it 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). Furthermore, it recognizes and accepts that if it participates in spite of being in any of these situations, it may be excluded from other procedures in accordance with section 2.3.5 of the Practical Guide;

the applicant and each partner (if any) have submitted the supporting documents as stipulated under section 2.4 of the Guidelines for Applicants;

it and each partner 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, it accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex F);

it 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 last 12 months.

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

The applicant is fully aware of the obligation to inform without delay the European Commission 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.

The applicant declares that the information provided in the Grant Application Form and in this Declaration is correct.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	