CONTRACTING AUTHORITY

E-GOVERNANCE ACADEMY

KNOWCYBER GRANTS FOR THE WESTERN BALKANS CIVIL SOCIETY ORGANISATIONS

**ANNEX A.2 – GRANT APPLICATION FORM – FULL APPLICATION**

**RESTRICTED CALL FOR PROPOSALS**

**REFERENCE:** 001EGAGRANT

**DEADLINE FOR SUBMISSION OF FULL APPLICATION:** 17:00 (EEST/GMT+3) 9 August 2024

|  |  |
| --- | --- |
| **NUMBER & TITLE OF LOT** |  |
| **TITLE OF THE ACTION:** |  |
| **NAME OF THE LEAD APPLICANT** |  |
| **NATIONALITY OF THE LEAD APPLICANT**[[1]](#footnote-1) |  |

# FULL APPLICATION FORM

## GENERAL INFORMATION

|  |  |
| --- | --- |
| **REFERENCE OF THE CALL FOR PROPOSALS** |  |
| **LOT NUMBER YOU ARE APPLYING TO:** | *e.g. Lot n­º 2* |
| **NUMBER OF THE PROPOSAL[[2]](#footnote-2)** |  |
| **NAME OF THE LEAD APPLICANT** |  |
| **TITLE OF THE ACTION** |  |
| **LOCATION OF THE ACTION** | *specify country(ies) region(s) that will benefit from the action* |
| **DURATION OF THE ACTION** |  |

## 2 DESCRIPTION OF THE ACTION[[3]](#footnote-3)

#### 2.1. DESCRIPTION <max 4 pages>

*<insert text here>*

#### 2.2. METHODOLOGY <max 2 pages>

*<insert text here>*

#### 2.3. INDICATIVE ACTION PLAN FOR IMPLEMENTING THE ACTION

*please fill in the attached Excel table, Annex E*

**

#### 2.4. SUSTAINABILITY OF THE ACTION <max 2 pages>

*<insert text here>*

#### 2.5. BUDGET, AMOUNT REQUESTED FROM THE CONTRACTING AUTHORITY AND OTHER EXPECTED SOURCES OF FUNDING

*please fill in Annex C to the guidelines for applicants*

### 3. EXPERIENCE

The below 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.

*please fill in the attached Excel table, Annex D*

1. *Experience in similar actions in the past 3 years (Max 1 page per action)*
2. *Experience in other actions in the past 3 years (Max 1 page per action and max 10 actions*

**

### DECLARATION BY THE LEAD APPLICANT

**The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application hereby declares that:**

1. the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
2. the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
3. the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
4. the lead applicant is directly responsible for the preparation, management and implementation of the action;
5. the lead applicant, is not in any of the situations excluding them from participating in contracts which are listed in Section 2.1 of the guidelines;
6. the lead applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
7. the lead applicant is eligible in accordance with the criteria set out under Sections 2.2 of the guidelines for applicants;
8. if recommended to be awarded a grant, the lead applicant accepts the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex F).

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.3 of the guidelines 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 EU’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 or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

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

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. [↑](#footnote-ref-1)
2. When the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-2)
3. The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action. [↑](#footnote-ref-3)