



This project is co-funded by the European Union



Contracting Authority: Caribbean Policy Development Centre

Project: Promoting sustainable livelihoods among Eastern Caribbean farmers

Guidelines for grant applications

Reference: CSO-LA/2016/382-924

**Deadline for submission of Concept Note:
09 February 2018**

Dossier No	
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(for official use only)

APPLICATION FORM

1 General information

Name of the lead applicant	
Title of the action	
Location of the action	<i>specify region(s) that will benefit from the action</i>
Duration of the action	
The amount requested in BBD	

2 The action

2.1. Description of the action

2.1.1. Description (max 2 pages)

Please provide a description of the proposed action referring to (provide quantifiable indicators as much as possible):

- Overall objective and specific objectives;
- Expected results and activities to be undertaken;
- Target groups and final beneficiaries;
- What kind of public-private partnership will be in focus?

Please justify the relevance of the proposed action to the objectives and expected results of this Call of proposals (refer to the Section 1.1 of the Guidelines)

2.1.2. Methodology (max 1 page)

*Please specify the potential synergies of the proposed action with the ongoing EU Project “**Promoting sustainable livelihoods among Eastern Caribbean farmers**” (refer to the Background Section of the Guidelines and/or www.ngo-at-work.org/Barbados).*

Please describe what will be the role of each partner in the action.

Please list the planned activities in order to ensure the visibility of the action and the EU funding.

2.1.3. Indicative action plan for implementing the action (max 1 page)

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

Month	Activity	Implementing body
1		
2		
3		
4		
5		
6		

2.1.4. Sustainability of the action (max. 1 page)

Please explain how the action will be made sustainable after completion, what kind of risks can occur and what will be the mitigated measures.

2.1.5 Budget, amount requested from the Contracting Authority

Position	units	unit rate in BBD	Cost in BBD
1.			
2.			
3.			
etc.			
Total project cost:			

2.2 Experience (max. 1 page)

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.

Name:	
Address, phone, email, website, contact person:	
Registration information:	
Reference projects:	
Other:	

3 Declaration

3.1. Declaration by the applicant

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

1. the applicant is eligible in accordance with the criteria set out under the section 2.1.1 of the guidelines for applicants;
2. the applicant has the professional competences and qualifications to implement the proposed action;
3. the applicant is directly responsible for the preparation, management, implementation and reporting for the action, and is not acting as an intermediary;
4. the applicant is not in any of the situations excluding them from participating in contracts which are listed in section 2.3.3 of the Practical Guide.
<http://ec.europa.eu/europeaid/prag/document.do?locale=en>.
5. if recommended to be awarded a grant, the applicant accepts the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants;
6. the lead applicant is aware that, for the purposes of safeguarding the financial interests of the EU, 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.

Signed on behalf of the lead applicant

Name:

Position:

Signature:

Date and place:
