



CPDC
Caribbean Policy Development Centre

Contracting Authority: Caribbean Policy Development Centre

Support to Facilitate Participation of CARIFORUM Civil Society in the Regional Development and Integration Process

Concept Note and Full Proposal Application Form

Budget line: Activity 3.1 Delivery of Sub Grants- Vulnerable Groups

Reference: CPDC2016002

Deadline for submission of Concept Note: 16th December 2016

| | |
|----------------------------|--|
| Title of the action: | |
| [Number and title of lot] | |
| Location(s) of the action: | <i><specify country(ies), region(s), area(s) or town(s) that will benefit from the Action></i> |
| Name of the applicant | |

| | |
|---|--|
| Nationality of the applicant ¹ | |
|---|--|

| | |
|------------|--|
| Dossier No | |
|------------|--|

(for official use only)

| | |
|---|--|
| Ongoing contract/Legal Entity File Number (if available) ² | |
| Legal status ³ | |

| 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 Organisation: | |

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.

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.

² If an applicant has already signed a contract with the European Commission and/or has been informed of the Legal Entity File number. If not, write 'N/A'.

³ E.g. non-profit, governmental body, international organisation.

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PART A. CONCEPT NOTE

INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that this is a restricted call, only the concept note should be submitted in the first stage (no full application).

There is a specific template for the Concept Note (maximum of 6 pages) but the applicant must ensure that the text:

provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out in the evaluation grid and in the Guidelines);

provides full information (as the evaluation grid will be applied solely on the information in the concept note);

is drafted as clearly as possible to enable it to be evaluated.

1.1. Concept Note Template

Organisation Information

Title of Project:

Name of Organisation:

Contact Person:

Contact Information:

Location of Action:

Budget Requested:

Project Information

Project Duration:

General Project Objectives:

Specific Project Objectives:

Key Beneficiaries: (Have they been involved in project design? If yes, explain)

Briefly explain the situation of the vulnerable beneficiaries for which you are targeting within the context of this Call for Concept Note.

Project Activities

State Key Project Activities:

Key Project Inputs:

Key Project Outputs:

Key Project Outcomes:

How does your project respond to the objectives of this Call for Concept Note:

List similar past projects implemented (past 3 years)

CHECKLIST FOR THE CONCEPT NOTE

<PUBLICATION REFERENCE + TITLE OF THE CALL + BUDGET LINE>

| | |
|---|----------------------------------|
| ADMINISTRATIVE DATA | To be filled in by the applicant |
| <u>Name of the Applicant</u> | |
| Country and date of registration⁴ | |
| Legal Entity Registration Number | |
| Legal status⁵ | |

⁴ For organisations.

⁵ E.g. non-profit, governmental body, or international organisation.

| BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF | Tick the items off below | |
|---|---------------------------------|-----------|
| Title of the Proposal: | Yes | No |
| PART 1 (ADMINISTRATIVE) | | |
| 1. The Instructions for the Concept Note have been followed. | | |
| 2. The Declaration by the Applicant has been filled in and signed. | | |
| 3. The proposal is typed and is in English. | | |
| 4. One original and 3 copy(ies) are included. | | |
| 5. An electronic version of the concept note (e-mail) was sent. | | |
| PART 2 (ELIGIBILITY) | | |
| 6. The action will be implemented in an eligible country(ies) or in the minimum required number of eligible countries. | | |
| 7. The duration of the action is between 6 months and 12 months (the minimum and maximum allowed). | | |
| 8. The requested contribution is between the minimum and maximum allowed. | | |
| 9. This Checklist and the Declaration by the Applicant have been filled in and sent with the Concept Note. | | |

DECLARATION BY THE APPLICANT FOR THE CONCEPT NOTE

The applicant, represented by the undersigned, being the authorised signatory of the applicant, and in the context of the present application, representing any co-applicant(s), affiliated entity(ies) in the proposed action, 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 affiliated entities' statement of the grant application form and with the principles of good partnership practice;

the applicant and each co-applicant(s) and affiliated entity(ies) (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, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex G);

the applicant is aware that, for the purposes of safeguarding the financial interests of the European Union, their personal data may be transferred to internal audit services, to the CPDC, to the Financial Irregularities Panel or to the European Anti-Fraud Office. It would be open to independent auditor scrutiny.

Signed on behalf of the applicant

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

ASSESSMENT GRID FOR THE CONCEPT NOTE
(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

| | YES | NO |
|--|-----|----|
| 1. The submission deadline has been met. | | |
| 2. The Checklist has been duly completed. | | |
| Administrative compliance has been checked by: Date: | | |
| <u>DECISION 1:</u> The Committee has decided to evaluate the Concept Note, which has passed the administrative check. | | |
| The Concept Note has been evaluated by: Date: | | |
| <u>DECISION 2:</u> The Committee has decided to recommend evaluation of the full application form. | | |

PART B. FULL APPLICATION FORM

GENERAL INFORMATION

| | |
|---|---|
| Reference of the Call for Proposals | <i>Enter EuropeAid reference for the Call for Proposals</i> |
| Title of the Call for Proposals | <i>Enter the title of the Call for Proposals</i> |
| Name of the applicant | |
| Title of the action | |
| Location of the action <i>-specify country(ies) region(s) that will benefit from the action</i> | |

EXECUTIVE SUMMARY

Total project budget:

What is/are your project's general and specific objective(s)?

Who are your intended beneficiaries?

- | | | |
|---|---|---|
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Indigenous Populations | <input type="checkbox"/> Persons with Disabilities |
| <input type="checkbox"/> Women | <input type="checkbox"/> LGBTI Groups | <input type="checkbox"/> Sex Workers |
| <input type="checkbox"/> Individuals and households affected with HIV/AIDS | | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> At risk children and youth | | <input type="checkbox"/> Victims of sexual exploitation and/or abuses |
| <input type="checkbox"/> Excluded because of economic standing, migratory background, ethnicity, cultural beliefs | | |

List the main activities you are proposing to implement. (*e.g – training workshops, counseling, etc.*)

What is the duration of your project?

ORGANIZATION HISTORY

When was your organization legally established?

How was your organization incorporated?

- Non Profit Company
- Charity
- Special Act of Parliament

Is your organisation valued based?

- Political
- Religious
- Humanistic
- Neutral

Is your organisation linked with another entity?

- Yes, parent entity:
- Yes, controlled entity (ies):
- Yes, family organisation/network entity
- No, independent

Why was your organization founded?

Describe your organization's management structure.

Briefly describe your organization's targeted beneficiaries.

Do you have any fulltime or part time paid staff?

| | | |
|-----------------------|------------------------------|-----------------------------|
| Full Time | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Part Time | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Volunteers () | | |

Have you implemented a project of this nature in the last 3 years?

Yes No

If Yes, briefly describe the project?

Budget of Project(s): BDS

Donor(s):

Duration:

of paid staff assigned to project

of volunteers assigned to project

List a sample of the donors which have supported your organization's work in the past 5 years.

| |
|--|
| |
|--|

Who are the persons presently sitting on your Board of Directors or Executive Committee?

| Name | Position |
|------|----------|
| | |

Identify and summarize the experience and/or qualifications of the persons who will perform the duties of project coordinator.

PROJECT OBJECTIVES

What is/are your general objective(s) for this project? *Be sure to state your general intent and planned impact for each objective.*

What are your specific objectives? These must be easily measurable and concise.



PROJECT RATIONALE

What is the problem you are seeking to address?

Why is this issue a priority for your organization?

What is your project approach to solving the problem identified?

Is there any public authority/organizational experience/professional experience/ research to support your thinking and approach?

BENEFICIARIES

Describe your social actors/group/sector/community that will be the primary beneficiaries of your project.

Age Range

Geographic Location

Gender Male Female

Social Situation:

PROJECT ACTIVITIES

Separately list and briefly summarize your major project activities.

ACTION PLAN

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) | | | | | | | | | | | | | |
| Execution Activity 1 (title) | | | | | | | | | | | | | |
| Preparation Activity 2 (title) | | | | | | | | | | | | | |
| Etc. | | | | | | | | | | | | | |

Sustainability of the action (max 1 page)

Provide information requested below:

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 action outcomes.
- c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).
- d. Environmental sustainability: what 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?

IMPLEMENTATION MATRIX

| Overall Objective: To improve the capacity of civil society organisations working with children and youth to formulate policy positions and lobby policy makers in the region. | | | | |
|---|---------|----------|-----------------------|--------------------|
| Specific Objective | Outputs | Outcomes | Key Tasks/Methodology | Agency Responsible |
| | | | | |
| | | | | |
| | | | | |

BUDGET TEMPLATE, AMOUNT REQUESTED FROM THE CONTRACTING AUTHORITY

(Example Only)

| ACTIVITIES | \$USD |
|---|---|
| <p><i>Project Administration</i></p> <p>Coordinator - 1 month @ USD\$1,500.00 Secretariat Cost - 1 months @ USD\$1,200.00 Advertising/Promotion Rapporteur - 10 hrs @\$250.00 per hr</p> | <p>\$6,000.00</p> <p>\$1,500.00 \$1,200.00 \$ 800.00 \$2,500.00</p> |
| <p><i>Activity 1 – 2 20 days Training Workshops</i> Negotiation, Mediation, Arbitration Counselling, Conflict and Dispute Resolution Skills</p> <ul style="list-style-type: none"> • Venue – 4 workshops @ USD\$50 @ 14 days • Resource Persons – 4 workshops @ 2 persons @ USD\$1,500 • Coffee break – 100 persons @ USD \$5 @ 14 days • Stationery and Materials- 100 persons @ USD \$10 • Facilitators (2) fees | <p>\$23,800.00</p> <p>\$ 2,800.00 \$12,000.00 \$ 7,000.00 \$ 1,000.00 \$ 1,000.00</p> |
| <p><i>Activity 3 – 4 Domestic Violence and the Law and Problem Solving</i></p> <ul style="list-style-type: none"> • Resource Person - 2 Counsellor @ USD\$120 @ 8 sessions • Resource person – 1 Lawyers’ fees • Facilitators (2) fees | <p>\$4,420.00</p> <p>\$1,920.00 \$1,500.00 \$1,000.,00</p> |
| <p>Sub-total</p> | <p>\$34,420.00</p> |
| <p>Contingency 3%</p> | <p>\$1,026.60</p> |
| <p>Total (USD)</p> | <p>\$35,446.60</p> |
| <p>Total (Local Currency)</p> | |

CAPACITY TO MANAGE AND IMPLEMENT ACTIONS

Experience by sector

| Sector | Year(s) of Experience | Experience in the past 7 years | Number of Projects in the past 7 years | Estimated amount (in thousand euros) in the past 7 years |
|--------|--|---|---|--|
| | <input type="checkbox"/> Less than 1 <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 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 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 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 7 years <input type="checkbox"/> 7 years + | <input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> 7 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 |

Resources

- **Financial data**

Please provide the following information, if applicable, on the basis of the profit and loss account and balance sheet of your organisation, amounts in thousands euros

| Year | Turnover or equivalent (USD) |
|----------------|------------------------------|
| N ⁶ | |
| N-1 | |
| N-2 | |

⁶ N = previous financial year.

2. CHECKLIST FOR THE FULL APPLICATION FORM

<PUBLICATION REFERENCE + TITLE OF THE CALL + BUDGET LINE>

| | |
|---|----------------------------------|
| ADMINISTRATIVE DATA | To be filled in by the applicant |
| <u>Name of the Applicant</u> | |
| Nationality⁷/Country and date of registration⁸ | |
| Legal Entity File number⁹ | |
| Legal status¹⁰ | |

⁷ For individuals.

⁸ For organisations.

⁹ If the applicant has already signed a contract with the European Commission.

¹⁰ E.g. non-profit, governmental body, or international organisation.

| 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 Proposal: <indicate the title> | Yes | No |
| PART 1 (ADMINISTRATIVE) | | |
| 1. The correct grant application form has been used. | | |
| 2. The Declaration by the Applicant has been filled in and signed. | | |
| 3. The proposal is typed and is in English. | | |
| 4. One original and 3 copies are included | | |
| 5. An electronic version of the proposal submitted via email | | |
| 8. The budget is enclosed, in balance, presented in the format requested, and stated in USD/national currency. | | |
| 9. The Implementation Matrix has been completed and is enclosed. | | |
| PART 2 (ELIGIBILITY) | | |
| 10. The duration of the action is between 3 months and 12 months (the minimum and maximum allowed). | | |
| 11. The requested contribution is between <X USD/local currency> and <X USD/other currency> (the minimum and maximum allowed). | | |
| 12. The requested contribution is between <X %> and <X %> of the estimated total eligible costs (minimum and maximum percentage allowed). | | |
| 13. The total amount of financing requested on the basis of simplified cost options does not exceed EUR <60 000 /threshold in 2.1.4 of Guidelines> per each applicant. | | |
| [For restricted procedures]: | | |
| 14. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage. | | |

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 co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

the applicant has the sources of financing specified in Section 2 of the Guidelines for Applicants;

the applicant has sufficient financial capacity to carry out the proposed action or work programme;

the applicant certifies the legal statues of the applicant as reported in part 3, 4, and 5 of this application;

the applicant has the professional competences and qualifications specified in Section 2 of the Guidelines for Applicants;

the 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 applicant is directly responsible for the preparation, management and implementation of the action;

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 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 applicant, accepts the contractual conditions as laid down in the Standard Contract annexed to the Guidelines for Applicants (annex G);

the 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.

These are the sources and amounts of CPDC 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. Confirm all other sources of funding by listing below.

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 European Union institutions has been approved by them after the submission of this grant application.

Signed on behalf of the applicant

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

ASSESSMENT GRID FOR THE FULL APPLICATION FORM

(TO BE USED BY THE CONTRACTING AUTHORITY)

| | YES | NO |
|--|-----|----|
| For open procedures: [OPENING & ADMINISTRATIVE CHECK AND CONCEPT NOTE EVALUATION] | | |
| 1. The submission deadline has been met. | | |
| 2. The checklist for the application form has been duly completed. | | |
| Administrative compliance has been checked by: Date: | | |
| <u>DECISION:</u> | | |
| 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: | | |
| For restricted procedures: [OPENING & ADMINISTRATIVE CHECK] | | |
| 1. The submission deadline has been met. | | |
| 2. The checklist for the application form has been duly completed. | | |
| <u>DECISION:</u> | | |
| The Committee has decided to evaluate the full application form, which passed the administrative checks. | | |
| Administrative compliance has been checked by: Date: | | |
| EVALUATION OF THE FULL APPLICATION FORM | | |
| <u>DECISION:</u> | | |
| 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 application form has been duly completed. | | |
| 4. The applicant satisfies the eligibility criteria in section 2.1.1 | | |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in section 2.1.1. | | |
| 6. The affiliated entity(ies), if any, satisfy the eligibility criteria in section 2.1.3. | | |
| 7. The supporting documents listed below were submitted in accordance with the Guidelines (Section 2.4) | | |
| a. The applicant's statutes | | |
| b. The statutes or articles of association of the co-applicants and the affiliated entity(ies) | | |
| c. The applicant's external audit report (if applicable) | | |

| | | |
|---|--|--|
| To be inserted if the Contracting Authority is the European Commission d. The Legal Entity File (see Annex D to the Guidelines for Applicants) has been duly completed and signed by the applicants and the supporting documents requested have been enclosed. | | |
| To be inserted if the Contracting Authority is the European Commission e. A Financial Identification Form (see Annex E of the Guidelines for Applicants). | | |
| f. Copy of the applicant's latest accounts. | | |
| Eligibility has been assessed by: Date: | | |
| <u>DECISION:</u> 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. | | |