

Application Form Part A and Part B

DISCLAIMER

This document is presented for informational purposes only, it serves only as an example.

An application (including annexes and supporting documents) must be drafted and submitted online via the Portal.



Table of Contents

APPLICATION FORM A / 3

1. General information / 3
2. Declarations / 4
3. Participants / 5
4. Work packages, deliverables and timing / 6
 - 4.1 Work packages, activities, and deliverables / 6
 - 4.2 Timetable / 7
5. Budget / 8

APPLICATION FORM B / 9

1. Relevance / 9
 - 1.1 Background and general objectives / 9
 - 1.2 Needs analysis and specific objectives / 9
 - 1.3 Complementarity with other actions and innovation – European added value / 9
2. Quality / 9
 - 2.1 Concept and methodology / 9
 - 2.2 Consortium (Steering Committee) set-up, management / 9
 - 2.3 Project teams, staff and experts / 10
 - 2.4 Project quality assurance and monitoring and evaluation strategy / 10
 - 2.5 Cost effectiveness and financial management / 10
 - 2.6 Risk management / 10
 - 2.7 Ethics and EU values / 11
3. Impact / 12
 - 3.1 Impact and ambition / 12
 - 3.2 Communication, dissemination, and visibility / 12
 - 3.3 Sustainability and continuation / 12

Annexes / 13

APPLICATION FORM A

1. GENERAL INFORMATION

| | |
|--|---|
| Call number | <i>Auto-fill</i> |
| Call title | <i>Auto-fill</i> |
| Type of Strand | <i>Select from a list (if applicable)</i> |
| Application number | <i>Auto-fill</i> |
| Application title | <i>Must be understandable for non-specialists in your field. Note that for technical reasons, the characters < > " & are not accepted in the proposal title.</i> |
| Application acronym | <i>Enter the abbreviation of the proposal title</i> |
| Duration in months | <i>Auto-fill</i> |
| Requested amount (in €) | <i>Auto-fill</i> |
| Summary of the project | <i>A summary of the project should provide the reader with a clear understanding of the objectives of the project, how they will be achieved, and their relevance to the Call. This summary will be used as a short description of the project in the evaluation process and in communications to the Project Selection Committee and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas and other special characters.</i> |
| Has this application (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any other EU programme(s)? | <i>Select Yes or No</i> |
| Please give the application reference or contract number | |

2. DECLARATIONS

| | |
|--|-------------------------------------|
| 1. We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. * | <input checked="" type="checkbox"/> |
| 2. We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). | <input checked="" type="checkbox"/> |
| 3. We declare: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - to have the financial and operational capacity to carry out the proposed project. | <input checked="" type="checkbox"/> |
| Double funding <i>! Please note that there is a strict prohibition of double funding from the EU budget.</i> | |
| 4. We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant. | <input checked="" type="checkbox"/> |
| 5. We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant. | <input checked="" type="checkbox"/> |

* *The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.*

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

3. PARTICIPANTS

List of participating organisations in project. Please enter the data of all organisations participating in the project.

3.1 Organisational data

| | | | | |
|---------------------|--|--|--|--|
| Legal name | | | | |
| Role | <i>Select from a list (Coordinator, Beneficiary, Associated Partner)</i> | <i>Select from a list (Coordinator, Beneficiary, Associated Partner)</i> | <i>Select from a list (Coordinator, Beneficiary, Associated Partner)</i> | <i>Select from a list (Coordinator, Beneficiary, Associated Partner)</i> |
| Acronym | | | | |
| Official legal form | | | | |
| Legal status | <i>Select from a list</i> | <i>Select from a list</i> | <i>Select from a list</i> | <i>Select from a list</i> |

| | | | | |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| PIC (participant identification code) <i>Enter the 9-digit code, if your organisation is already validated by the Central Validation Service and has a Participant Identification Code (PIC), as it has previously registered for other EU programmes</i> | | | | |
| Entity registration number <i>For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent</i> | | | | |
| VAT number (if applicable) | | | | |
| VAT recoverable | <i>Select from list</i> | <i>Select from list</i> | <i>Select from list</i> | <i>Select from list</i> |
| Address of the organisation | | | | |
| Street | | | | |
| Town | | | | |
| Postcode | | | | |
| Region (if applicable) | | | | |
| Country | | | | |
| E-Mail | | | | |
| Website | | | | |

3.2 Contact details

| | |
|---|--|
| Legal representative (who will sign the Grant Agreement; only for the Coordinator and Beneficiary) | |
| Full name and position | |
| Phone | |
| E-Mail | |
| Main project contact person | |
| Full name and position | |
| Phone | |
| E-Mail | |

The Granting authority should be notified in writing in case of any change in the addresses, phone numbers or e-mail. The Granting authority shall not be held responsible in the event that it cannot contact an applicant.

4. WORK PACKAGES, DELIVERABLES AND TIMING

4.1. Work packages, activities, and deliverables

Work package (WP)

All project activities should be grouped in a logical, consistent and structured way into separate work packages. A work package means a major sub-division of the project, a step leading to the achievement of the project overall goals. All work packages shall present a clear, logical link to the project objectives and to the other work packages.

The number of work packages should be proportionate to the scale and complexity of the project. You should give enough detail in each work package to justify the proposed resources to be allocated and also quantified information so that progress can be monitored. Resources assigned to work packages should be in line with their objectives and deliverables. Please do not include costs in this section. Cost estimations per work package and the Coordinator or a beneficiary should be provided in a detailed budget table (Annex 1 to the Call).

Please note that the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the activities have been completed and deliverables achieved.

For each work package please enter a lead beneficiary (i.e. the Coordinator or a Beneficiary, excluding Associated Partners), an objective (-s), list the activities and indicate deliverables that belong to it.

| | | | | | |
|-------------------------|--|------------------|------------------|----------------------------|------------------|
| WP 001: | <i>Enter Work Package name</i> | | | | |
| Start month | <i>Auto-fill</i> | End month | <i>Auto-fill</i> | Duration (In month) | <i>Auto-fill</i> |
| Lead Beneficiary | <i>Select from a list</i> | | | | |
| Objectives | <i>Enter the specific objectives to which this Work Package is linked.</i> | | | | |

Deliverables

Deliverables are project outputs which show progress of the project.

Deliverable type:

R – Document, report

DEC – Websites, patent filings, videos, etc.

DATA – Data sets, microdata, etc.

DMP – Data Management Plan

OTHER

Dissemination level:

Public – fully open

Sensitive – limited under the conditions of the Grant Agreement (Article 12)

| Deliverable No | Deliverable | Type* | Quantity | Due Date (Month number) | Description | Dissemination Level** |
|------------------------|--|---------------------------|---|--------------------------------|---|------------------------------|
| <i>Auto-fill, D1.1</i> | <i>Enter the deliverables to be achieved</i> | <i>Select from a list</i> | <i>Enter the quantity of the deliverable you will achieve</i> | <i>Auto-fill</i> | <i>Enter a description of the deliverable</i> | <i>Select from a list</i> |

| | | | | | | |
|-----------------|---------------------------------------|--------------------|--|-----------|--|--------------------|
| Auto-fill, D1.2 | Enter the deliverables to be achieved | Select from a list | Enter the quantity of the deliverable you will achieve | Auto-fill | Enter a description of the deliverable | Select from a list |
|-----------------|---------------------------------------|--------------------|--|-----------|--|--------------------|

Activities

Please describe in detail the work envisaged under the work package broken into planned activities, specify their necessity and the role of the lead participant and other participants. The description of the activity should make it clear what is planned.

Please note that if travel costs are included into the detailed budget table (Annex 1 to the Call), the travel information (number of travels, participants, destination, travel duration) should be specified in this section.

Specify the duration of each activity, start and end months.

The leader of the activity should be listed under 'Lead participant'. If the activity is carried out by several participants, please list them under 'Participants' (multiple choice option is available).

Please note that the Coordinator remains fully responsible for the coordination/ management activities. These activities are core activities and may not be subcontracted.

| Activity No | Activity Name | Activity Description | Start month | End month | Lead participant | Participants |
|------------------|---------------------|-------------------------------------|--------------------------------------|------------------------------------|--------------------|--------------------|
| Auto-fill, A1.1. | Enter activity name | Enter a description of the activity | Enter the month of start of activity | Enter the month of end of activity | Select from a list | Select from a list |
| Auto-fill, A1.2. | Enter activity name | Enter a description of the activity | Enter the month of start of activity | Enter the month of end of activity | Select from a list | Select from a list |
| Auto-fill, A1.3. | Enter activity name | Enter a description of the activity | Enter the month of start of activity | Enter the month of end of activity | Select from a list | Select from a list |

4.2. Timetable

The entire table fills up automatically.

| Timeline | | | | | | | | | | | | | | | | | | | | | | |
|--------------|-------------|---------------|-------------|-----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--|--|
| Work Package | Activity No | Activity Name | Start month | End month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |

| | |
|---|------------------|
| Are the activities planned to start before the Grant Agreement is signed? | Select Yes or No |
|---|------------------|

5. BUDGET

This section shall be filled in after you have finalised a detailed budget table (Annex 1 to the Call). Information provided in this section shall correspond to the information provided in the detailed budget table. Copy the amounts from the detailed budget table excel sheet BE-WP Overview to this section. Please note that numbers shall be identical.

| Participant acronym | Role | WP 001 | WP 002 | WP 003 | Maximum grant amount/ € |
|---------------------|------------------|---------------------|---------------------|---------------------|-------------------------|
| <i>Auto-fill</i> | <i>Auto-fill</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Auto-fill</i> |
| <i>Auto-fill</i> | <i>Auto-fill</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Auto-fill</i> |
| <i>Auto-fill</i> | <i>Auto-fill</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Auto-fill</i> |
| <i>Auto-fill</i> | <i>Auto-fill</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Enter amount</i> | <i>Auto-fill</i> |
| <i>Total:</i> | | <i>Auto-fill</i> | <i>Auto-fill</i> | <i>Auto-fill</i> | <i>Auto-fill</i> |

| | |
|----------------------------------|-----------------------|
| Information on project revenues: | <i>Not applicable</i> |
|----------------------------------|-----------------------|

APPLICATION FORM B

1. RELEVANCE

1.1 Background and general objectives

| | |
|--|--|
| Background and general objectives | <p><i>Describe the background and rationale of the project. How will project activities contribute to the improvement of the status quo (difference between starting point/state of play and the situation after the completion of the project?)</i></p> <p><i>How does the project address the objectives of the Call?</i></p> <p><i>How does the project contribute to the outputs of the Call?</i></p> <p><i>How will planned activities and deliverables of the corresponding work packages contribute to the expected outputs of each Member State covered?</i></p> |
|--|--|

1.2 Needs analysis and specific objectives

| | |
|---|--|
| Needs analysis and specific objectives | <p><i>Provide a needs assessment. A need is a gap between what is and what should/ would be helpful or useful. The needs assessment should be the starting point. Specify what needs will be addressed and how they have been identified. The description should include relevant, reliable data and sound analysis which justifies the need for the project. (Avoid references to generic statements and broad description of problems and needs).</i></p> <p><i>How will the project contribute to the knowledge sharing and transnational cooperation?</i></p> <p><i>How will the project trigger exchange/ joint improvement of existing knowledge, methodologies and tools?</i></p> |
|---|--|

1.3 Complementarity with other actions and innovation — European added value

| | |
|--|--|
| Complementarity with other actions and innovation | <p><i>Explain how the project contributes/ complements the results of past activities carried out in the field of social innovation (state of play, relation to existing/recent developments, approaches, achievements, etc.) both on national and EU level.</i></p> |
|--|--|

2. QUALITY

2.1 Concept and methodology

| | |
|--------------------------------|---|
| Concept and methodology | <p><i>Outline the approach and methodology behind the project. Explain why the chosen methodology is the most suitable for achieving project's objectives, solving problem(s) and meeting needs specified under the project.</i></p> <p><i>Note. Methodology shall not be perceived as a list of activities but aggregation of instruments and approaches that will be used, applied and created to carry out project activities and achieve planned project results.</i></p> |
|--------------------------------|---|

2.2 Consortium (Steering Committee) set-up, management

| | |
|--|---|
| Consortium (Steering Committee) cooperation and division of roles (if applicable) | <p><i>Describe the participants (Beneficiaries and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other? In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.</i></p> <p><i>Explain the management structures and decision-making mechanisms within consortia/ project team. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.</i></p> |
|--|---|

2.3 Project teams, staff and experts

Describe the project teams and how they will work together to implement the project. List the staff included in the detailed budget table and briefly describe their tasks.

| Participant | Presentation of the Participant | Name and function <i>Specify only one team member per field</i> | Role/ tasks/ professional profile and expertise |
|---------------------------|---------------------------------|--|--|
| <i>Select from a list</i> | | | |
| <i>Select from a list</i> | | | |

2.4 Project quality assurance and monitoring and evaluation strategy

| | |
|---|---|
| Project quality assurance and monitoring and evaluation strategy | <p><i>Describe the measures planned to ensure that the project implementation is of high quality and completed in time. Describe the methods to ensure good quality, monitoring, planning and control.</i></p> <p><i>Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.</i></p> |
|---|---|

2.5 Cost effectiveness and financial management

| | |
|--|--|
| Cost effectiveness and financial management | <p><i>Describe the measures adopted to ensure that the proposed objectives and deliverables (outputs) will be achieved in the most cost-effective way.</i></p> <p><i>Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed (do NOT compare and justify the costs of each work package, but provide a brief summarized justification of a project budget as a whole.)</i></p> |
|--|--|

2.6 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them. Indicate for each risk (in the description) the impact and the likelihood that the risk will materialize (high, medium, low), even after taking account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in project implementation.

| Risk No | Risk Description | Work package | Risk mitigation measures | Probability of risk occurrence |
|------------------|--------------------------|---------------------------|---|--------------------------------|
| <i>Auto-fill</i> | <i>Describe the risk</i> | <i>Select from a list</i> | <i>Describe the proposed risk mitigation measures</i> | <i>Select from a list</i> |
| <i>Auto-fill</i> | <i>Describe the risk</i> | <i>Select from a list</i> | <i>Describe the proposed risk mitigation measures</i> | <i>Select from a list</i> |
| <i>Auto-fill</i> | <i>Describe the risk</i> | <i>Select from a list</i> | <i>Describe the proposed risk mitigation measures</i> | <i>Select from a list</i> |
| <i>Auto-fill</i> | <i>Describe the risk</i> | <i>Select from a list</i> | <i>Describe the proposed risk mitigation measures</i> | <i>Select from a list</i> |
| <i>Auto-fill</i> | <i>Describe the risk</i> | <i>Select from a list</i> | <i>Describe the proposed risk mitigation measures</i> | <i>Select from a list</i> |

2.7. Ethics and EU values

| | |
|-----------------------------|--|
| Ethics and EU values | <p><i>Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them. Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals.</i></p> <p><i>Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.</i></p> |
|-----------------------------|--|

3. IMPACT

3.1 Impact and ambition

| | |
|----------------------------|--|
| Impact and ambition | <i>Define the long-term impact of the project. Describe project's impact on tackling the societal challenges in the fields of employment, education, skills and social inclusion in the participating Member states. How will the impact of the project be measured?</i> |
|----------------------------|--|

3.2 Communication, dissemination, and visibility

| | |
|--|--|
| Communication, dissemination, and visibility of funding | <i>Describe dissemination activities which are planned to promote project's results and maximise their long-term impact in the countries covered. Clarify how you will reach the players of the social innovation ecosystems (relevant stakeholders, policymakers and the general public) and explain the choice of the dissemination channels. How will the long-term impact on social innovation ecosystems of the countries covered be ensured?</i> |
|--|--|

3.3 Sustainability and continuation

| | |
|---|---|
| Sustainability, long-term impact, and continuation | <i>Describe the potential of project results to have a positive multiplier effect at transnational level.</i> |
|---|---|

ANNEXES

| No | Title of the Annex | Attached |
|----|--------------------|-------------------------------------|
| 1. | <i>Annex 1</i> | <input checked="" type="checkbox"/> |
| 2. | | |
| 3. | | |

