

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.



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APPLICATION FORM A

1. GENERAL INFORMATION

Call number	Auto-fill
Call title	Auto-fill
Type of Strand	Select from a list (if applicable)
Application number	Auto-fill
Application title	<p>Max 200 characters (with spaces).</p> <p>Must be understandable for non-specialists in your field.</p> <p>Note that for technical reasons, the characters < > “ & are not accepted in the application title.</p>
Application acronym	Enter the application acronym
Duration in months	Auto-fill
Requested grant amount, €	Auto-fill
Summary of the project	<p>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 assessment 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. Max 2000 characters (with spaces).</p>
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)?	Select Yes or No
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 application.*	<input type="checkbox"/>
2. We confirm that the information contained in this application is correct and complete and that none of the project activities have started before the application was submitted (unless explicitly authorised in the Call Conditions).	<input type="checkbox"/>
3. We declare: - to be fully compliant with the eligibility criteria set out in the Call Conditions; - 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 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 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 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.

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

3. PARTICIPANTS

List of participating legal entities in the project. Please enter the data of all legal entities participating in the project.

3.1 Organisational data

Legal name				
Role	Select from a list (Coordinator, Beneficiary, Associated Partner)	Select from a list (Coordinator, Beneficiary, Associated Partner)	Select from a list (Coordinator, Beneficiary, Associated Partner)	Select from a list (Coordinator, Beneficiary, Associated Partner)
Acronym				
Legal status	Select from a list	Select from a list	Select from a list	Select from a list

PIC (participant identification code) <i>Enter the 9-digit code, if your legal entity 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				
VAT number (if applicable)				
VAT recoverable	Select from list	Select from list	Select from list	Select from list
Address of the organisation				
Street				
City				
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 case if 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 (WPs). WP means a major sub-division of the project, a step leading to the achievement of the project overall aim and objectives. All WPs shall present a clear, logical link to the project objectives and to the other WPs. It is recommended that among other WPs, the project includes a WP dedicated to project coordination/management and a WP dedicated to dissemination and communication.

Please note, project coordination/management WP activities are core activities that are led by the project coordinator and only costs incurred by the coordinator can be claimed. No activities within this WP should be purchased or outsourced in any other manner by the project coordinator. Other applicants should not seek direct costs reimbursement for activities related to the coordination/management WP.

The number of WPs should be proportionate to the scale and complexity of the project. You should give enough detail in each WP to justify the proposed resources to be allocated and quantified information so that progress can be monitored. Resources assigned to WP should be in line with project objectives, activities and deliverables.

Please do not include costs in this section. Cost estimations per WP and the Coordinator and/or a Beneficiary should be provided in a Detailed Budget Table (Annex 1 to the Call Conditions).

Please note that the lump sum for a WP can be declared only when the entire WP has been completed. WP should be designed in a way that enables the Granting Authority to identify clearly whether the activities have been completed and deliverables achieved.

To effectively manage cash flow, it is advisable to divide long-duration WP (e.g., for coordination/management or dissemination and communication) into multiple shorter-duration WPs aligned with reporting periods.

For each WP, please specify the Lead Beneficiary (either the Coordinator or a Beneficiary, excluding Associated Partners), outline the objectives addressed by WP, list the activities, and indicate the planned deliverables for the WP.

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

Deliverables

A deliverable is a tangible result produced within a Work Package (WP) and is the result of the project activities. The deliverable should be established considering the outputs as specified in the Section 2.2 of the Call Conditions.

Deliverable type:

R — Document, report

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**
Auto-fill, D1.1	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
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 provide a detailed description of the work envisaged under the Work Package (WP), broken down into its planned activities. Specify the necessity of each activity and outline the roles of the coordinator and other co-applicants. Ensure that activities align with the recommendations and suggestions set out in the Section 2.2 of the Call Conditions.

Please note that if travel costs are included into the Detailed Budget Table (Annex 1 to the Call Conditions), the travel information (number of travels, participants, destination, travel duration) should be specified in this section "Activity description".

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).

Project coordination/management WP activities could be related to the consortium coordination and organisation of meetings, budget and risk management, stakeholder communication, progress monitoring, reporting and documentation, quality assurance and any other activities needed for leading the project. Please note, project coordination/management WP activities are core activities that are led by the project coordinator and only costs incurred by the coordinator can be claimed. No activities within this WP should be purchased or outsourced in any other manner by the project coordinator. Other applicants should not seek direct costs reimbursement for activities related to the coordination/management WP.

Dissemination and communication WP activities should promote the project throughout the full lifespan of the project. The aim of these activities is to inform and reach out to target audience and show the activities performed, and the use and the benefits the project will have. The description of the communication activities needs to state the main messages as well as the tools and channels that will be used to reach out to each of the chosen target groups.

For each activity, please specify activity title, activity description, start and end month of the activity, the Lead participant and other participants if applicable.

Activity No	Activity title	Activity description	Start month	End month	Lead participant	Participants
Auto-fill, A1.1.	Enter activity title	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 title	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 title	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 Title	Start month	End month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

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/ €
Auto-fill	Auto-fill	Enter amount	Enter amount	Enter amount	Auto-fill
Auto-fill	Auto-fill	Enter amount	Enter amount	Enter amount	Auto-fill
Auto-fill	Auto-fill	Enter amount	Enter amount	Enter amount	Auto-fill
Auto-fill	Auto-fill	Enter amount	Enter amount	Enter amount	Auto-fill
Total:		Auto-fill	Auto-fill	Auto-fill	Auto-fill

Information on project revenues:

Not applicable

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.</i></p> <p><i>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? (as they are described in Section 2.1 of the Call Conditions)?</i></p> <p><i>How does the project contribute to the expected outputs of the Call? (as they are described in Section 2.2 of the Call Conditions)?</i></p> <p><i>How does the project relate to the key focus areas of the Call (as they are described in Section 1.3 of the Call Conditions)?</i></p> <p><i>3000 characters with spaces</i></p>
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1.2 Needs analysis and specific objectives

Needs analysis and specific objectives	<p><i>Provide a needs assessment. Specify which needs will be addressed and how they have been identified. Demonstrate a clear need for social innovation and explain how the innovation in question will help to tackle the identified problem(s). Clarify how the proposed model will help to fill the existing gaps and/or complement available solutions.</i></p> <p><i>NOTE: 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>Describe measures which will be used to identify relevant stakeholders. Explain how the diversity of the stakeholders will be ensured. How will their effective collaboration and active engagement be encouraged? How will the project benefit from expertise, networks and resources which different actors bring?</i></p> <p><i>Explain how the project plans to engage representatives of the targeted group(s) (i.e. ultimate beneficiaries) in the design and development of the intended solution.</i></p> <p><i>5000 characters with spaces.</i></p>
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1.3 Complementarity with other actions and innovation – European added value

Complementarity with other actions and innovation	<p><i>How does the project complement the results of past activities in the field of social innovation both at national and EU level? On which existing proven experience will the project be built?</i></p> <p><i>How does the project contribute to transnational cooperation aimed at transfer/upscaling of social innovation?</i></p> <p><i>3000 characters with spaces</i></p>
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2. QUALITY

2.1 Concept and methodology

Concept and methodology	<p>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.</p> <p>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.</p> <p>2500 characters with spaces.</p>
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2.2 Consortium (Steering Committee) set-up, management

Consortium (Steering Committee) cooperation and division of roles (if applicable)	<p>Describe the participants - Beneficiaries and Associated Partners (if any). Show that each consortium member has a valid role and adequate resources to fulfil that role.</p> <p>How will each consortium member contribute to the implementation of the project and achievement of the identified objectives? How do they bring together the necessary expertise? How will they complement each other?</p> <p>Describe how knowledge exchange and mutual learning will be promoted.</p> <p>Explain the management structure and decision-making mechanism within the consortium/ project team. Indicate the methods for planning and control.</p> <p>3000 characters with spaces.</p>
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2.3 Project teams, staff and experts

Describe the project teams and how they will work together to implement the project. Present the participating institutions and their experience/expertise in the field. List the staff (by their function/profile) included in the Detailed Budget Table and briefly describe their tasks.

2500 characters with spaces.

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

2.4 Project quality assurance and monitoring and evaluation strategy

Project quality assurance and monitoring and evaluation strategy	<p>Describe the measures planned to ensure that the project implementation and coordination/ management is of high quality and completed in time. Describe the methods to ensure good quality planning and control.</p> <p>Describe the methods and indicators (quantitative and qualitative) to monitor progress of project activities and to measure their results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.</p> <p>3000 characters with spaces.</p>
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2.5 Cost effectiveness and financial management

Cost effectiveness and financial management	<p>Describe the measures adopted to ensure that the proposed project activities and deliverables will be achieved in the most cost-effective way.</p> <p>Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed.</p> <p>NOTE. DO NOT compare and justify the costs of each work package. Instead of that, provide a brief summarized justification of a project budget as a whole.</p> <p>2500 characters with spaces.</p>
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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 address any gender inequalities and multiple discriminatory effects in project implementation.

Risk No	Risk description	Work package	Risk mitigation measures	Probability of risk occurrence
Auto-fill	Describe the risk	Select from a list	Describe the proposed risk mitigation measures	Select from a list
Auto-fill	Describe the risk	Select from a list	Describe the proposed risk mitigation measures	Select from a list
Auto-fill	Describe the risk	Select from a list	Describe the proposed risk mitigation measures	Select from a list
Auto-fill	Describe the risk	Select from a list	Describe the proposed risk mitigation measures	Select from a list

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.</i></p> <p><i>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.</i></p> <p><i>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>2500 characters with spaces.</i></p>
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3. IMPACT

3.1 Impact and ambition

Impact and ambition	<p><i>Define the short-term results (outcomes), and long-term results (impact) of the project. What do you expect to generate by the end of the project? What change do you expect to see after successful dissemination and exploitation of project results? Who will benefit from the results of the project? What impact will the project have on the target group(s)?</i></p> <p><i>Demonstrate that the solution proposed in the project is viable in terms of impact (i.e. it works better than other existing solutions). Describe the methodology for collecting, evaluating and presenting evidence of the effectiveness of the innovative approach.</i></p> <p><i>3000 characters with spaces</i></p>
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3.2 Communication, dissemination, and visibility

Communication, dissemination, and visibility	<p><i>Describe dissemination and communication plan which will be employed to promote project's results and maximize their impact at the local/ regional/ national/ European levels. Explain the choice of the dissemination channels. Describe the target groups addressed (e.g. scientific community, policymakers, end users, financial actors, public at large).</i></p> <p><i>NOTE. All measures should be proportionate to the scale of the project and should contain concrete actions to be implemented both during and after the end of the project.</i></p> <p><i>3000 characters with spaces</i></p>
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3.3 Sustainability and continuation

Sustainability and continuation	<p><i>Justify that the project demonstrates a long-term vision, i.e. it is sustainable beyond the grant period and aims to generate a persistent impact on the target group(s). Explain how the proposed solution will be maintained in a long-lasting manner ensuring the growing impact.</i></p> <p><i>3000 characters with spaces</i></p>
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ANNEXES

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

