Action financed by the European Union

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| **ANNEX A3 - GRANT APPLICATION FORM**  **PROPOSAL FOR SMALL GRANTS**  **(Grants of more than EUR 5 000 up to EUR 50 000)** |

|  |  |
| --- | --- |
| **PROJECT** | *Project name* |
| **PROPOSAL SUMMARY** | *Objectives, expected results, main activities to be carried out and beneficiaries of the project or action. Maximum 5 lines.* |
| **SITE OF INTERVENTION** | *Where the project shall be implemented* |
| **DURATION OF THE INTERVENTION** | *Project duration in months as well as expected start and end dates* |
| **BUDGET** | *Total budget* |
| **GRANT AMOUNT REQUESTED** | *Amount requested in the context of the call for grant allocations* |
| **MAIN APPLICANT** | *Applicant name (person) or legal designation (entity)* |
| **LEGAL STATUS OF THE LEAD APPLICANT** | *□ Natural person*  *□ Legal persons governed by public law*  *□ Legal persons governed by private non-profit law*  *□ Legal persons governed by for profit private law* |
| **DATA ON THE APPLICANT’S LEGAL REGISTRATION** | *Identification number of individual or legal person, place (country) and date of registration (this is the registration of the entity requesting the grant and not the person representing it)* |
| **OTHER PARTNER APPLICANTS OR AFFILIATED ENTITIES OF THE LEAD APPLICANT** | *Identify all entities that submit the proposal as partner applicants and/or all of the applicant’s affiliated entities (add a line for each entity)* |
| **LEGAL STATUS OF PARTNERS AND AFFILIATED ENTITIES** | *□ Natural person*  *□ Legal persons governed by public law*  *□ Legal persons governed by private non-profit law*  *□ Legal persons governed by for profit private law*  *(add a line for each entity)* |

## PROJECT DESCRIPTION

### 1. General information (2 pages maximum)

Describe the **context** (social and/or other) and the **problems** to be solved through the project:

Formulate the project’s **objective** (what specific impact, change or improvement the project intends to achieve in the long term):

Describe the **results expected** from the implementation of the project:

Describe the **activities** you intend to carry out, including the relationships between different activities:

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## 2. Target groups and final beneficiaries (1 page maximum)

Describe each **target group** (the groups of persons or entities for which the project is intended and which the project shall directly and positively impact), the needs and constraints (in particular in terms of capacity) of each target group and how they shall benefit from the activities:

Describe the **final beneficiaries** (entities and people who shall benefit from the project in the long term), your professional/family relationship with each of the beneficiaries, if any, and how they were or should be selected to benefit from the project:

Explain how the Call for Proposal´s **cross-cutting** **objectives** shall be included in the implementation of the project and other cross-cutting concerns applicable to the project’s context and implementation objectives, such as the promotion of human rights, gender equality, democracy, good governance, environmental sustainability, etc.:

**IMPORTANT: There number of men and women beneficiaries must be balanced.**

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## 3. Implementation plan and schedule

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ACTIVITY DESCRIPTION** | **RESPONSIBLE**  *(Position, name of person, and role)* | **EXECUTION PERIOD**  *(indicate whether in months or quarters)* | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| A1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

### 4. Proposal relevance (1 page maximum)

Substantiate the **proposal in view of the Call for proposal’s objectives and expected results**, that is, why the project contributes to achieving some of those objectives and results:

Describe the project’s **logic of change** or impact, that is, why the results and activities contribute to improving the living conditions and/or opportunities of the target groups and final beneficiaries and to solve the problems initially identified:

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## 5. Sustainability (1 page maximum)

Substantiate the **financial sustainability** of the project or action (e.g., expected sources of income that can cover the organisation’s/business’ operational and maintenance costs after the grant has been exhausted):

Substantiate the **sustainability of results** of the project or action (e.g., development of capacities that allow the results to be maintained, agreements, partnerships, new legislation, etc. and follow-up actions to be carried out):

## 6. Budget, amount requested and other sources of funding

Fill out **Annex B3** with amounts in Euro or national currency.

If you choose to fill out the form using national currency, the corresponding amount in Euro shall be calculated for evaluating the application, and that amount shall remain unchanged until the end of the project. Exchange rate variations do not grant the right to increase the amount granted.

## 7. Logical Framework

Please complete **Annex C** in a succinct manner, but which describes the logical chain of expected project outputs, goals to be achieved and indicators for checking progress.

If necessary, ask for support from the Cooperação do Camões, IP team in the country to fill in the annex.

## EXPERIENCE OF APPLICANTS

**(1 page maximum)**

Describe previous experience of project coordination or implementation in the last two years, especially in the project’s area of intervention. This experience is assessed according to the evaluation grid and can be used as a tie breaker for proposals with the same score.

Use a maximum of one page per project. Submit a maximum of four (4) experience profiles (applicant and partners, if applicable).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Applicant name:** | | | | | |
| **Project name:** | | **Sector:** | | | |
| **Project location** | **Cost (EUR)** | **Role in the project: coordinator, partner, implementer** | **Funders** | **Managed Budget (EUR)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
| **Main activities carried out in the project:** | |  | | | |

## MAIN APPLICANT IDENTIFICATION

|  |  |
| --- | --- |
| **Organization name** |  |
| **Abbreviation** |  |
| **Date of legal registration of the applicant** |  |
| **Place of registration** |  |
| **Official address** |  |
| **Country of registration** |  |
| **Website and email** |  |
| **Phone number** |  |

### IDENTIFICATION OF THE MAIN APPLICANT'S PARTNERS

This section (if applicable) must be completed for each applicant who also signs the proposal or for each affiliated entity. The table must be copied as many times as necessary.

|  |  |
| --- | --- |
| **Organization name** |  |
| **Abbreviation** |  |
| **Incorporation registration date** |  |
| **Place of registration** |  |
| **Official address** |  |
| **Country of registration** |  |
| **Organization’s website and email** |  |
| **Phone number** |  |
| **Legal status** | □ Natural person  □ Legal persons governed by public law  □ Legal persons governed by private law |
| **Is the organization linked to other entities?** | **□** Yes: (specify)  □ No, independent. |
| **Previous history of cooperating with other applicant(s)** |  |

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## APPLICANT STATEMENTS

The applicant(s), represented by the undersigned, in the capacity of legally qualified signatory(ies), hereby solemnly declare(s) that:

* The information they have provided in this form regarding the legal status and accounts of the applicant organizations for the last two years is accurate;
* They have the professional skills and qualifications and experience declared in this form, which are necessary and sufficient for project implementation;
* They are responsible or co-responsible for the design, management and implementation of the project and do not act as intermediaries for someone else;
* They are not for profit or, if they are, they do not seek to obtain profit from the grant;
* They have or they can guarantee the technical, physical and financial resources and human resources they must mobilise to successfully initiate and develop the implementation of the project, by the date the contract is signed;
* None of the impediments provided for in Article 55(1) of the Portuguese Public Contracts Code or in the Financial Regulation of the European Union applies to them or to their managers, namely:
* They are not in a state of insolvency, liquidation, dissolution or cessation of activity, subject to any preventive means of liquidation of assets or in a similar situation, nor do they have the respective lawsuits pending, or, if any of the aforementioned situations apply to them, they are covered by an insolvency plan under the legislation in force;
* Neither they nor members of its governing bodies, management bodies or board, have ever been convicted by a final judgement or final administrative decision for any of the following offences, while carrying out their duties, without having undergone rehabilitation:
  + Terrorist activities, child labour or human trafficking;
  + Participating in a criminal organisation’s activities, as defined in Article 2(1) of Joint Action No. 98/773/JAI of the Council;
  + Corruption, as determined in Article 3 of the Council Act of 26 May of 1997 and Article 3(1) of the Joint Action no. 98/742/JAI of the Council;
  + Fraud, as determined in Article 1 of the Convention on the Protection of the European Communities’ Financial Interests;
  + Money laundering, as determined in Article 1 of Directive No. 91/308/EEC of the Council, of 10 June, on prevention of the use of the financial system for the purpose of money laundering;
  + False statements when providing the requested information as a participation condition in public procurement;
  + Establishment of entities with the intention of circumventing tax, social or other legal obligations mandatory in the jurisdiction of their registered office, central administration or place of main activity;
  + Harmful irregularity of the European Union’s financial interests.
* Their social security contributions in their country of residence are settled or shall be settled before signing the grant contract;
* Tax payments in their country of residence have been settled or shall be settled before signing the grant contract;
* Neither they nor the members of its governing bodies, management bodies or board, in any capacity, have directly or indirectly provided any advice or technical support in the preparation and drafting of any of the components in this procedure, which may grant them an advantage and which may distort normal competition conditions;
* They meet all the eligibility criteria of the Call for Proposal published by Camões, IP;
* They can immediately submit the documents proving their eligibility and qualification mentioned in the Call for Proposals to sign the grant contract;
* They accept the general contractual conditions set out in the model grant contract annexed to the Call for Proposals;
* They authorise the processing of personal data provided in the form and in the application documents for the purposes of managing and executing the Call for Proposals and the corresponding Action, to comply with legal principles and obligations and for historical or statistical purposes;
* They authorise the communication and publication of the names of persons and entities benefiting from the grant contract, nationality and information on the results of projects financed by Camões, IP, by various means, including the Internet;
* They agree to process personal data within the scope of project implementation in accordance with Regulation (EU) 2016/679 and to limit access to and use of final beneficiaries' personal data to what is strictly necessary.

The grant application form and the above declarations must be signed and dated by each entity, when submitted by a consortium or an association without prejudice to the first applicant’s primary responsibility.

Declarants are aware that providing false declarations shall result in the expiry of any decision to award a grant and constitutes a serious offence, which may result in an accessory sanction of removing the right to participate, as a candidate or competitor, or as a group member candidate or competitor, in any future procedure for awarding grants and public contract training by Camões, IP and the European Union, without prejudice to reporting to the competent authorities.

The declarants are also aware that, for the purpose of protecting the financial interests of the European Union, in the event of false declarations, their personal data may be transferred to the internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the body specializing on financial irregularities or to the European Anti-Fraud Office.

***Applicant 1:***

*I, the undersigned, declare that I have read and approved the content of the proposal submitted to the Awarding Entity. I am committed to respecting the principles of good partnership practices.*

*Date: Name and capacity in which you sign:*

*Signature:*

***Applicant 2:***

*I, the undersigned, declare that I have read and approved the content of the proposal submitted to the Awarding Entity. I am committed to respecting the principles of good partnership practices.*

*Date: Name and capacity in which you sign:*

*Signature:*

***Applicant 3:***

*I, the undersigned, declare that I have read and approved the content of the proposal submitted to the Awarding Entity. I am committed to respecting the principles of good partnership practices.*

*Date: Name and capacity in which you sign:*

*Signature:*