**Annex A 1 – Grant Application Form (Template)**

Deadline for submission of full application:

**19 July 2022 at 18h00 (Paris time)**

|  |  |
| --- | --- |
| Title: |  |
| Name of the lead applicant |  |
| Country |  |

|  |  |
| --- | --- |
| Dossier No |  |
| (for official use only) | |

Table of contents *(to be completed)*

Application Form

You **must follow** the instructions at the end of this document on how to fill in the full application

## SECTION 1: THE PROJECT

### 1. Description of the project

1.1. Description (max 15 pages)

<insert text here>

1.2 Methodology (max 5 pages)

<insert text here>

1.3 Indicative action plan for implementing the project (max 4 pages)

The action plan will be drawn up using the format below.

**1.4 Logical Framework**

The logical framework will be drawn up using the format below.

**1.5 Potential additional activities** **or potential additional beneficiaries that could be reached (in case of additional funding being made available) (max 2 pages) *(Optional)***

<insert text here>

**Indicative Action Plan/Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For the following years: | | | | | | | | | |
| Activity | Half-year 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Implementing body |
| Example | example |  |  |  |  |  |  |  | Example |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Execution Activity 2 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Preparation Activity 3 (title) |  |  |  |  |  |  |  |  | co-applicant and/or affiliated entity |
| Etc. |  |  |  |  |  |  |  |  |  |

Logical Framework *(template)*

|  | ***Results chain*** | ***Indicator*** | ***Baseline***  ***(value & reference year)*** | ***Target***  ***(value & reference year)*** | ***Source and mean of verification*** | ***Assumptions*** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Impact (Overall Objective)*** | *Improved inclusion of migrants in EU Member States* |  |  |  |  |  |
| ***Outcome (Specific Objective(s))***  *[add rows as necessary]* | *The main medium and short-term effect of the intervention focusing on behavioural and institutional changes resulting from the intervention.* | *Quantitative and/or qualitative variable that provides a simple and reliable mean to measure the achievement of the corresponding result.*  *To be presented, when relevant, disaggregated by sex, age, urban/rural, disability, etc.* | *The value of the indicator(s) prior to the intervention against which progress can be assessed or comparisons made.* | *The intended final value of the indicator(s).* | *Sources of information and methods used to collect and report.* | *Factors outside project management's control that may influence on the outcome(s).* |
| ***Outputs***  *[add rows as necessary]* | *The direct/tangible products (infrastructure, goods and services) delivered/generated by the intervention*  *(\*Outputs should in principle be linked to corresponding outcomes through clear numbering)* | *(same as above)* | *(same as above)* | *(same as above)* | *(same as above)* | *Factors outside project management's control that may influence on the other outcome(s)/output linkage.* |

2. Budget

Please fill in Annex B to the guidelines for applicants.

### 3. Experience

The below information will be used to assess whether you have sufficient and stable experience of managing projects in the same or similiar sector and of a comparable scale to the one for which a grant is being requested.

This information will be used also to assess whether your organisation complies with the eligibility criteria defined in the guidelines for applicants.

**Please elaborate what is the level of relevant management and technical/sectoral expertise in your organisation in the subject area of the project.**

**Please provide information on your organisation: its internal set-up, staffing and resources, and information on its financial capacity.**

**(A) Experience in similar projects** **in the past** **3 years** (Maximum 1 page per project)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the organisation:**  **Lead applicant Co-applicant Affiliated entity** | | | | | |
| **Project title:** | | | **Sector:** | | |
| **Location of the project** | **Cost of the project**  **(EUR)** | **Role: coordinator,**  **co-beneficiary, affiliated entity** | **Donors to the project (name)** | **Amount contributed (by donor)** | **Dates** (from … to …)  dd/mm/yyyy |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the project** | |  | | | |

**(B) Experience in other projects in the past 3 years** (Max. 1 page per project and max. 10 projects)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the organisation:**  **Lead applicant Co-applicant Affiliated entity** | | | | | |
| **Project title:** | | | **Sector:** | | |
| **Location of the project** | **Cost of the project**  **(EUR)** | **Role: coordinator,**  **co-beneficiary, affiliated entity** | **Donors to the project (name)** | **Amount contributed (by donor)** | **Dates** (from … to …)  dd/mm/yyyy |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the project** | |  | | | |

## SECTION 2: INFORMATION ON THE LEAD APPLICANT, THE CO-APPLICANT(S) AND AFFILIATED ENTITIES

|  |  |
| --- | --- |
| **Name of the lead applicant** |  |
| Country and date of registration |  |
| Legal status[[1]](#footnote-2) | **Public Institution/Body □ Yes □ No**  **Profit-Making □ Yes □ No**  **MFI/Financial Institution □ Yes □ No**  **NGO □ Yes □ No** |
| **Co-applicant(s) [[2]](#footnote-3)** |  |
| Name of the co-applicant |  |
| Country and date of registration |  |
| Legal status | **Public Institution/Body □ Yes □ No**  **Profit-Making □ Yes □ No**  **MFI/Financial Institution □ Yes □ No**  **NGO □ Yes □ No** |
| **Affiliated Entity(ies)[[3]](#footnote-4) (if applicable)** |  |
| Name of the Affiliated Entity |  |
| Country and date of registration |  |
| Legal status | **Public Institution/Body □ Yes □ No**  **Profit-Making □ Yes □ No**  **MFI/Financial Institution □ Yes □ No**  **NGO □ Yes □ No** |
| Specify to which entity you are affiliated (lead applicant and/or the co-applicant). Specify the kind of affiliation you have with that entity. |  |

**SECTION 3: DECLARATIONS**

### 3.1 Declaration by the lead applicant (full application)

The lead applicant, duly represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s) and affiliated entity(ies) in the proposed **project**, hereby declares that:

1. the lead applicant has sufficient financial capacity to carry out the proposed **project** or work programme;
2. the lead applicant certifies the legal status of each of the lead applicant, the co-applicant(s) and the affiliated entity(ies) as reported in this application;
3. the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in the guidelines for applicants;
4. the lead 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;
5. the lead applicant is directly responsible for the preparation, management and implementation of the project and is not acting as an intermediary (while some tasks under the project may be carried out by the co-applicant(s) and/or affiliated entity(ies), the direct responsibility always lies with the lead applicant);
6. the lead applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.6 of the guidelines for applicants;
7. the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out in the Instructions of the Calls for Proposals; and
8. if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) (if any) accept the contractual conditions as laid down in the standard grant agreement annexed to the guidelines for applicants (Annex C).

We acknowledge that if any information provided proves to be false we may be subject to rejection from this procedure.

Signed on behalf of [*insert name of the lead applicant*]:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position: [authorised signatory]** |  |
| **Signature:** |  |
| **Date and place:** |  |

### 3.2 Mandate (for co-applicant(s))

**Important: this application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.**

The co-applicant, duly represented by the undersigned, being the authorised signatory of the co-applicant, authorises the lead applicant <indicate the name of the organisation> to submit on its behalf the present application form to the Council of Europe Development Bank (CEB) as well as to be represented by the lead applicant in all matters concerning this grant agreement.

I have read and approved the contents of the proposal submitted to the CEB. I undertake to comply with the principles of good partnership practice.

Signed on behalf of [*insert name of relevant co-applicant*]:

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position: [authorised signatory]** |  |
| **Signature:** |  |
| **Date and place:** |  |

### 3.3 Affiliated entity(ies)

**Important: this application form must be accompanied by a signed and dated statement from each affiliated entity, in accordance with the template provided below.**

**Affiliated entity(ies)'s statement**

To ensure that the project runs smoothly, the CEB requires all affiliated entity(ies) to acknowledge the principles of good partnership practice set out below:

1. All affiliated entity(ies) must have read the guidelines for applicants and grant application form and understood their role in the project before the application is submitted to the CEB.
2. All affiliated entity(ies) must have read the standard grant agreement and understood what their respective obligations under the grant agreement or any relevant agreement concluded between it and the organisation to which they are affiliated will be if the grant is awarded. They authorise the organisation to which they are affiliated to represent them in all dealings with the CEB in the context of the project implementation.
3. The affiliated entity(ies) must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the project.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the CEB.
5. Proposals for substantial changes to the project (e.g. changes in activities that could affect the basic purpose of the project, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the CEB.

I have read and approved the contents of the proposal submitted to the CEB. I undertake to comply with the principles of good partnership practice.

Signed on behalf of the [*insert name of relevant affiliated entity*]:

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position: [authorised signatory]** |  |
| **Signature:** |  |
| **Date and place:** |  |

**SECTION 4: ASSOCIATES PARTICIPATING IN THE PROJECT**

|  |  |
| --- | --- |
|  | **Associate** <…> |
| **Full legal name** |  |
| **Country of registration** |  |
| **Legal status**[[4]](#footnote-5) | **Public Institution/Body □ Yes □ No**  **Profit-Making □ Yes □ No**  **MFI/Financial Institution □ Yes □ No**  **NGO □ Yes □ No** |
| **Official address** |  |
| **Contact person** |  |
| **Tel**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar projects**, in relation to role in implementing the proposed project |  |
| **History of cooperation** with the applicant |  |
| **Role and involvement in preparing**  the proposed project |  |
| **Role and involvement in implementing**  the proposed project |  |

**SECTION 5: LETTER OF INTENT (for project preparatory activities)**

If in their proposal applicants propose project preparatory activities, a letter of intent shall be submitted along with this application form.

The letter should express the applicant’s willingness to potentially finance the project (for which the preparatory activities are being conducted) with a CEB loan, subject to the results of the preparatory activities and the mutual agreement between the CEB and the applicant.

The letter should be addressed to:

Loans & Social Development Directorate

Council of Europe Development Bank

55 Avenue Kleber

75016 PARIS, France

**[Please delete the instructions below before submitting your full application]**

# Instructions for drafting the full application

**Section 1: The Project**

## Description of ****the**** project

* 1. ****Description (max 15 pages)****

1. Provide a description of the proposed project, including all the information requested below. Present the challenge the project aims to address (including existing gaps/needs), the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s) and finally the outcome(s) to the expected impact, making explicit the main assumptions and risks along this chain of results. Define and describe the target groups and final beneficiaries.
2. Explain the logic behind the partnership formed for the implementation of this project. What are the roles of each applicant/co-applicant/affiliated entity, and what is the added value of their involvement in the project. Describe the partner’s present, past or prospective CEB loan and explain the link (the “bundling”) between the project and the CEB loan.
3. Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each co-applicant(s) and affiliated entity(ies) (and associates or contractors where applicable) in the activities. Do not repeat the action plan to be provided below, but demonstrate coherence and consistency of project design.
4. If the proposal includes project (loan) preparatory work, it should be presented as a specific activity or work package. Provide a general description of the project, including project context and needs analysis, objectives, expected activities and results. Describe the type of project preparatory activity for which the grant funding is required and explain the rationale. List the expected deliverables and describe how the preparatory activities will support the achievement of the project’s (loan’s) objective(s).
   1. ****Methodology (max 5 pages)****

Describe in detail:

1. the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
2. the organisational structure and the team proposed for the implementation of the project (by function: there is no need to include the names of individuals);
3. the role and participation in the project of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them; and
4. the planned monitoring arrangements and subsequent follow-up.
   1. ****Indicative action plan for implementing the project (max 4 pages)****

Applicants should not give a specific start date for the implementation of the project but simply refer to ‘month 1’, ‘month 2’, etc.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in section 2.1.4 of the guidelines for applicants. The implementing body must be either the applicants or any of the affiliated entity(ies), associates or subcontractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the project.

The action plan for the first 12 months of the implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for the subsequent year may be more tentative in nature and should only list the main activities proposed for that year.

**1.4 Logical Framework**

Please provide a logical framework for the project, using as guidance the template provided above. This should showcase how the activities will lead to the outputs, then the outputs to the outcome(s) and finally the outcome(s) to the expected impact (already filled-in expected impact for PAFMI).

**1.5 Potential additional activities** **or potential additional beneficiaries that could be reached (in case of additional funding being made available) *(Optional)* (max 2 pages)**

List and briefly describe potential additional activities that could be implemented if additional funding becomes available or potential additional beneficiaries that could be reached. The description should briefly and to the extent possible include the rationale, target groups and final beneficiaries. Provide an indicative timeline (in terms of project quarters/months) when the activities would be implemented.

## ****Budget, amount requested from the CEB and, if applicable, other expected sources of funding:****

1. the budget of the project for the total duration of the project and for its first 12 months;
2. justification of the budget (worksheet 2) for the total duration of the project,
3. if applicable, other expected sources of funding for the co-funding of the project for the total duration, and
4. if applicable, in broad lines and separately from the main budget, the costs for the proposed potential additional activities.

## ****Experience (no set page limitation)****

The information in this section will be used to assess whether you have sufficient and stable experience of managing projects in the same sector and of a comparable scale to the one for which a grant is being requested.

**(A) Experience in similar projects** **in the past** **3 years**: Please provide a detailed description of projects/projects/activities in the field of migrant integration/inclusion and of a comparable scale to the one for which a grant is being requested undertaken by:

* The lead applicant;
* The co-applicant(s); and
* The affiliated entity(ies).

**Maximum 1 page per project** **and maximum 10 projects**

**(B) Experience in other projects in the past 3 years**: Please provide a detailed description of other projects in support of inclusive growth and/or vulnerable groups and/or in the sectors of education and training, employment and skills, housing, and healthcare managed by:

* The lead applicant;
* The co-applicant(s); and
* The affiliated entity(ies).

**Maximum 1 page per project and maximum 5 projects**.

**Section 2: information on the lead applicant, the co-applicant(s) and affiliated entities**

Please complete the table and send it together with your application.

**Section 3: Declarations**

Please duly complete and sign the declarations as relevant.

**Section 4: Associates participating in the project**

This section must be completed for each associated organisation within the meaning of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

1. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-2)
2. Add as many rows as co-applicant(s). [↑](#footnote-ref-3)
3. Add as many rows as affiliated entities. [↑](#footnote-ref-4)
4. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-5)