**Annex A-2 – Grant Application Form (Lot 2) (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 PROPOSED PROJECT PREPARATORY WORK

### 1. Background and needs analysis

**1.1 Background and context (max 2 page)**

<insert text here>

**1.2 Needs analysis (max 2 pages)**

<insert text here>

**2. Description of the project concept and proposed project preparatory work**

2.1. Description of the project concept (max 5 pages)

<insert text here>

2.2 Description of the proposed project preparatory work (max 10 pages)

<insert text here>

2.3 Indicative action plan for implementing the proposed project preparatory work (max 4 pages)

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

**2.4** **Potential additional activities** **(in the 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. |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 2 | | | | | | | | | | | | | |
|  | Half-year 3 | | | | | | Half-year 4 | | | | | |  |
| 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. |  |  |  |  |  |  |  |  |  |  |  |  |  |

2. Budget

Please fill in Annex B to the guidelines for applicants.

### 3. Management Capacities and Experience

The below information will be used to assess whether you have sufficient and stable in-house capacities and past experience to manage the grant requested to implement the proposed project preparatory work.

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 financial capacities of your organization, including its internal set-up, staffing and resources, and information on its financial capacity.**

**Please provide information on projects/activities of a size similar to that of the requested grant, that your organization has managed and implemented in the past.**

**Experience in implementing projects/activities of a size similar to that of the requested grant** **in the past** **3 years** (Max.1 page per action, max. 10 actions)

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

## 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, representing any co-applicant(s) and affiliated entity(ies) in the in the context of the proposal for project preparatory work submitted under the present call for proposals, hereby declares that:

1. the lead applicant has sufficient financial capacity to carry out the proposed action 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 grant (i.e. proposed project preparatory work) and is not acting as an intermediary (while some tasks under the proposed project preparatory work 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 action 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 proposed project preparatory work 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 action’s 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 action.
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 proposed project preparatory work (e.g. changes in activities that could affect the basic purpose of the proposed project preparatory work, 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 IMPLEMENTATION OF THE PROJECT PREPARATORY WORK**

|  |  |
| --- | --- |
|  | **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 preparatory work |  |
| **History of cooperation** with the applicant |  |
| **Role and involvement in preparing**  the proposed project preparatory work |  |
| **Role and involvement in implementing**  the proposed project for which the project preparatory work is to be funded by this grant |  |

**SECTION 5: LETTER OF INTENT**

Lot 2 applicants shall submit a letter of intent 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

*General remark:* *note the distinction between the term “project concept” and “proposed project preparatory work”. The “project concept” means the overall investment project (loan funded) which will be the end result of all the project development stages. For example, a project could be the construction of a centre for the language training of migrants or the renovation of social housing for migrants. The “proposed project preparatory work” refers to the project preparatory activity(ies) for which the applicant(s) seeks grant funding from the CEB through this Call for Proposals. For example, an action could be a feasibility study, business plan or needs assessment, for which funding is firstly sought before the implementation of the project.*

**Section 1: The proposed project preparatory work**

## Context and needs analysis

1.1 **Background and Context (max 2 pages)**

1. Provide a short description of the background of the project concept, which should include at least an overview of the current situation in the sector/location addressed by the project.

1.2 **Needs analysis (max 2 pages)**

1. Describe the problems and needs (including gaps, shortcomings, or deficiencies) targeted by the project concept to demonstrate why it is needed. Summarise key deficiencies and needs in the sector that the project concept will strive to address.

## Description of ****the project concept and action****

* 1. ****Description of the project concept (max 5 pages)****

Provide a description of the overall project concept, with as much information as is available. Explain what are the project objectives and expected results. Define and describe the target groups and final beneficiaries to the extent possible. Present the general activities foreseen to be implemented under the project. Briefly outline the project’s financing plan.

* 1. ****Description of the proposed project preparatory work (max 10 pages)****

1. Provide a description of the proposed action for which the financing is requested. Indicate what type of project preparatory work is planned under the action and why. List all expected project deliverables. Describe how the action will support the achievement of the project’s objective(s).
2. Explain the logic behind the partnership formed for the implementation of the activities. What are the roles of each applicant/co-applicant/affiliated entity, and what is the added value of their involvement.
3. Explain the methods of implementation of the action (e.g. whether there will be subcontracting and external technical assistance will be sought) and the rationale. Describe the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals). Indicate the level and nature of involvement of co-applicant(s)/affiliated entity(ies) in the action. Briefly describe how the project preparatory work will be monitored and if applicable include a monitoring framework.
   1. ****Indicative action plan for implementing the proposed project preparatory work (max 3 pages)****

Applicants should not give a specific start date for the implementation of the proposed project preparatory work 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 action.

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.

**2.4 Potential additional activities (in the case of additional funding being made available) *(Optional)* (max 2 pages)**

List and briefly describe potential additional activities that could be implemented (e.g. new component of a study, additional activity, etc.) should additional funding become available. The description should briefly and to the extent possible include the rationale, expected project deliverables and how the activity will support the achievement of the project’s objective(s). 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 action for the total duration of the proposed project preparatory activities and for its first 12 months;
2. justification of the budget (worksheet 2) for the total duration of the proposed project preparatory work,
3. if applicable, other expected sources of funding for the proposed project preparatory work 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.

## ****Management Capacities and Experience****

The information in this section will be used to assess whether you have sufficient and stable in-house capacities and past experience to manage the grant requested to implement the proposed project preparatory work

**Experience in implementing projects/activities of a size similar to that of the requested grant in the past** **3 years**: Please provide a detailed description of previously implemented projects/activities 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 action and maximum 10 actions**.

**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 action**

This section must be completed for each associated organisation within the meaning of the guidelines for applicants. You can 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)