



**Contracting Authority: European Commission**

«\$call.Title»

### **Annex A.1 – Concept note**

[Budget line(s): <number(s)>] or  
[<...><sup>th</sup> European Development Fund<sup>1</sup>]

Reference:

EuropeAid/«\$call.ReferenceNumber»/«\$call.TypeOfCall»/«\$call.Nature»/«\$call.MainGeoZoneCode»

Deadline for submission<sup>2</sup> of concept notes:

«\$call.CNDeadline» at «\$call.CNDeadlineTime» (Brussels date and time)

(in order to convert to local time click [here](#)<sup>3</sup>)

[Number & title of lot]	
Title of the action:	
Name of the lead applicant	

Dossier No	
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<sup>1</sup> Any reference to European Union financing also refers to European Development Fund grants where applicable.

<sup>2</sup> Online submission via PROSPECT is mandatory for this call for proposals (see section 2.2.2 of the guidelines). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open from Monday to Friday 08:30 to 18:30 Brussels time (except for public holidays).

<sup>3</sup> An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

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(for official use only)

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## NOTICE

### ***How to adapt this standard grant application form:***

**Where you see < ... >, enter the information relevant to the call for proposal in question.**

The phrases within [ ] should only be included if appropriate, while the paragraphs shaded in grey should only need to be amended in exceptional cases, dictated by the requirements of a particular call for proposal procedure.

**In no circumstances may you alter any other part of these standard instructions.** Please remember to delete this paragraph, any other text with yellow highlighting and all such brackets in the final version

When processing your application, any personal data (e.g. names, addresses and CVs), will be recorded and processed if necessary in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless otherwise specified, your replies to the questions and any personal data are required only to evaluate your proposal in accordance with the guidelines for the call for proposal and will be processed solely for that purpose by the data controller. Details concerning processing of your personal data are available in the privacy statement at

<http://ec.europa.eu/europeaid/prag/annexes.do?group=A>

**For EuropeAid:** [The data controller of this call for proposals is the head of EuropeAid legal affairs unit.]

**For any other DG:** [The data controller of this call for proposals is <please add the name of your controller>]

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# 1 CONCEPT NOTE

You **must follow** the instructions at the end of this document on how to fill in the concept note.

Delete the following sentence if submission via PROSPECT is mandatory for this call (no post or hand-delivery allowed)

[Delete sections 1.3. and 1.4. if you are applying via PROSPECT]

## 1.1. Description of the action

### 1.1.1. Fill in the table below:

<b>Objectives of the action</b>	<Overall objective(s)> <Specific objective(s)>
<b>Target group(s)<sup>4</sup></b>	
<b>Final beneficiaries<sup>5</sup></b>	
<b>Estimated results</b>	
<b>Main activities</b>	

### 1.1.2. Description of the action: cover all the 5 points in the instructions: (max 1 page)

<insert text here>

<sup>4</sup> **Target groups** are groups/entities who will directly benefit from the action at the action purpose level.

<sup>5</sup> **Final beneficiaries** are those who will benefit from the action in the long term at the level of the society or sector at large.

**1.2. Relevance of the action (max 3 pages)**

**1.2.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals**

<insert text here>

**1.2.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)**

<insert text here>

**1.2.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs**

<insert text here>

**1.2.4. Particular added-value elements**

<insert text here>

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Delete section 1.3 if submission by PROSPECT is mandatory for this call (no post or hand-delivery allowed)

### 1.3. Lead applicant, (co-applicants and affiliated entities, if any)

[Delete section 1.3 if you are applying via PROSPECT]

<b>Name of the lead applicant</b>	
<b>EuropeAid ID<sup>6</sup></b>	
<b>Nationality<sup>7</sup>/ Country and date of registration<sup>89</sup></b>	
<b>Legal Entity File number<sup>10</sup> (if available)</b>	
<b>Legal status<sup>11</sup></b>	

<b>Lead applicant contact details for the purpose of this action</b>	
<b>Postal address of the organisation:</b>	
<b>Organisation email address:</b>	
<b>Telephone:</b> (fixed and mobile) Country code + city code + number	
<b>Fax:</b> Country code + city code + number	
<b>Contact person for this action:</b>	
<b>Postal address:</b>	
<b>Contact person's email:</b>	

<sup>6</sup> To be inserted if the applicant is an organisation and is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit [https://ec.europa.eu/europeaid/pador\\_en](https://ec.europa.eu/europeaid/pador_en).

<sup>7</sup> For individuals.

<sup>8</sup> An organisation's statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the Guidelines for the call.

<sup>9</sup> For organisations.

<sup>10</sup> If the lead applicant has already signed a contract with the European Commission.

<sup>11</sup> E.g. non-profit, governmental body, or international organisation.

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<b>Co-applicant(s)</b> <sup>12</sup>	
Name of the co-applicant	
EuropeAid ID <sup>13</sup>	
Nationality/ Country and date of registration	
Legal Entity File number (if available)	
Legal status	
<b>Affiliated entity(ies)</b> <sup>14</sup>	
Name of the Affiliated entity	
EuropeAid ID <sup>15</sup>	
Nationality / country and date of registration	
Legal status:	
Specify to which entity you are affiliated (lead applicant and/or the co-applicant). Specify the kind of affiliation you have with that entity.	

**Delete section 1.4 if submission by PROSPECT is mandatory for this call (no post or hand-delivery allowed)**

#### **1.4. Project details**

**[Delete section 1.4 if you are applying via PROSPECT]**

<sup>12</sup> Add as many rows as co-applicants

<sup>13</sup> If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 6.

<sup>14</sup> Add as many rows as affiliated entities

<sup>15</sup> If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 6.

<b>Title of the action:</b>	
<b>[Lot number you are applying to: ]</b>	<i>e.g. Lot n° 2</i>
<b>Location(s) of the action:</b>	<i>Specify country(ies), region(s), area(s) or town(s) that will benefit from the action&gt;</i>
<b>Total duration of the action (months):</b>	<i>months</i>
<b>Requested EU contribution (amount)</b>	<i>&lt;EUR&gt;</i>
<b>Requested EU contribution as a percentage of the total eligible costs of the action (indicative)<sup>16</sup></b>	<i>%</i>

## 2 DECLARATION BY THE LEAD APPLICANT

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

1. the lead applicant has the sources of financing and professional competence and qualifications specified in section 2 of the guidelines for applicants;
2. the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
3. the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
4. **if the requested amount is above EUR 60.000:**[the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in section 2.3.3 of the Practical Guide (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do>). Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with section 2.3.4 of the Practical Guide;]
5. the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under section 2.4 of the guidelines for applicants;
6. **the lead applicant and each co-applicant(s) and affiliated entity(ies) (if any) are eligible in accordance with the criteria set out under sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
7. if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed

<sup>16</sup> If applicable, insert an additional % of the total accepted costs.

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to the guidelines for applicants (Annex G) (or the PA Grant Agreement where the lead applicant is an organisation whose pillars have been positively assessed by the European Commission);;

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.3.3.1 of the Practical Guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the conditions set in Section 2.3.4 of the Practical Guide. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the Early Detection and Exclusion System, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

**Name**

**Signature**

**Position**

**Date**

**[Please delete the instructions below before submitting your concept note]**

## **INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE**

The lead applicant must ensure that the concept note:

- includes Page 1 of this document, filled in and submitted as a cover page of the concept note
- does not exceed 5 pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing;
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

### **1.1. Description of the action**

#### **1.1.1. Fill in the table**

#### **1.1.2. Please provide all the following information: (max 1 page)**

- i. Give the background to the preparation of the action.
- ii. Explain the objectives of the action given in the table in section 1.1.1
- iii. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- iv. Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and impact including a description of linkages/relationships between activity clusters.
- v. Outline the broad timeframe of the action and describe any specific factor taken into account.

### **1.2. Relevance of the action (max 3 pages)**

#### **1.2.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals**

Please provide **all** the following information:

- i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
- ii. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
- iii. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

[NB: In exceptional cases where it is impossible to involve national organisations<sup>17</sup> from the target country because of the particular situation in that country, the lead applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the concept note.]

#### **1.2.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other EU initiatives and avoidance of duplication)**

Please provide **all** the following information:

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<sup>17</sup> See footnote 1.

- i. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
- ii. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
- iii. Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.
- iv. Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.
- v. Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.

### **1.2.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs**

Please provide **all** the following information:

- i. Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
- ii. Identify the needs and constraints of each of the target groups and final beneficiaries.
- iii. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
- iv. Explain any participatory process ensuring participation by the target groups and final beneficiaries.

### **1.2.4. Particular added-value elements**

Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.

## **1.3 Lead applicant, (co-applicants and affiliated entities, if any)**

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.

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**[Please delete the checklist below before submitting your concept note]**

**Checklist for self-guidance**

**EUROPEAID/«\$CALL.REFERENCENUMBER»/«\$CALL.TYPEOFCALL»/ACT/«\$CALL.MAIN GEOZONECODE»**

*(To be filled in by the lead applicant only for self-guidance purposes)*

<b>Title of the Proposal:</b>			
<b>Before sending your concept note check that each of the criteria below have been met in full:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
«\$call.Grids.CNA.Records.ALL.Entry.Title»			