|  |  |
| --- | --- |
| EUUN001 |  |

**Contracting Authority: National Authorizing Officer, Ministry of Finance, Planning and Economic Development**

**Development Initiative for Northern Uganda**

**Grant application form**

11th European Development Fund[[1]](#footnote-1)

**Under the Financing Agreement No. FED/2016/038-781**

Reference: **EuropeAid/164469/Indirect Management/ACT/UG**

Deadline for submission of Concept Notes: 24 June 2019

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

|  |  |
| --- | --- |
| Title of the action: |  |
| Number & title of lot | **□ Lot 1 -** Improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition  □ Lot 2 - Improving performance and accountability of local governments through strengthened participation of communities |
| Location(s) of the action: | *<specify sub-region(s)and district(s) that will benefit from the action>* |
| Name of the lead applicant |  |
| Nationality of the lead applicant[[2]](#footnote-2) |  |

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

|  |  |
| --- | --- |
| EuropeAid ID[[3]](#footnote-3) |  |
| Ongoing contract/legal entity file number (if available)[[4]](#footnote-4) |  |
| Legal status[[5]](#footnote-5) |  |
| Co-applicant [[6]](#footnote-6) | *<Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant >* |
| Affiliated entity[[7]](#footnote-7) | *<Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant or co-applicant>* |

|  |  |
| --- | --- |
| Lead applicant’s contact details for the purpose of this action | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

**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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# Part A. CONCEPT NOTE

**INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE**

Please note that this a Call for Concept Notes, only the concept note shall be submitted in the first stage (not the full application) as well as the supporting documents as stated in the Guidelines for the Applicants.

There is no specific template for the concept note but the lead applicant must ensure that the text:

* **does not exceed 10 pages (A4 size)** of Arial 10 characters with 2 cm margins, single line spacing, excluding summary of the action (1.1.1) and summary budget (1.1.6)
* provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out 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.

## THE ACTION

### Description of the action

#### Summary of the action[[8]](#footnote-8)

Please complete the table below, which should not exceed **1 page**.

|  |  |
| --- | --- |
| Proposed Title of the action: |  |
| Lot:  *- Please tick the box corresponding to the specific lot for which you are applying:* | **□ Lot 1 -** Improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition  **□ Lot 2** **-** Improving performance and accountability of local governments through strengthened participation of communities |
| Location(s) of the action:  *- Specify the region(s) and district(s) that will benefit from the action* |  |
| Total duration of the action (months): |  |
| Requested EU contribution (amount) | EUR |
| Requested EU contribution as a percentage of total eligible costs of the action (indicative) | % |
| Total indicative budget | EUR |
| Objectives of the action  - *Please refer to the DINU programme objectives* | <Overall objective *(i.e. impacts)*>  <Specific objective(s) *(i.e. outcome(s))*> |
| Target group(s)[[9]](#footnote-9) |  |
| Final beneficiaries[[10]](#footnote-10) |  |
| Expected outputs |  |
| Main activities |  |

#### Description (max 2 pages)

Please provide all the following information:

Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis).

Explain the objectives of the action given in the table in Section 1.1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held.

Explain the intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.

#### Relevance of the action (max 3 pages)

##### Relevance to the objectives/results/priority issues and specific considerations of the call

Please provide all the following information:

#### Describe the relevance of the action to the objective(s) of the call.

#### Describe the relevance of the action to the priority issues, specific considerations and any specific subthemes/sectors/areas stated in the guidelines for applicants (section 1.2).

##### Relevance to the particular needs and constraints of the target sub-regions/districts and/or relevant sectors

Please provide all the following information:

1. State clearly the specific pre-project situation in the target region(s) and districts or sectors (include quantified data analysis where possible).
2. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels. Include information on the capacities and constraints of the relevant stakeholders.
3. 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

##### 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:

Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain any participatory process ensuring participation by the target groups and final beneficiaries.

##### Particular added-value elements

Indicate any specific added-value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice.

#### Design of the action (max 3 pages)

Please provide all the following information:

1. The rationale to achieve expected results and provide information on the type of activities proposed under each of the activities presented in the guidelines for applicants (section 1.2).
2. The way these activities take into consideration the priority issues and specific considerations for the concerned lot.
3. If financial support to third parties is foreseen under the action, the objectives and results to be obtained with financial support, the different type of activities, the types of entities, the criteria for selecting these entities and the maximum amount which may be given.
4. The way the proposed action will connect with other components of the DINU programme in order to create synergies and generate greater impact and explain any continuity/complementarity with other initiatives supported by the EU, by other donors (Member States & others) and by the Government of Uganda.
5. The way the Action will mainstream other relevant cross-cutting issues than the ones presented as priority issues and specific considerations in the guidelines section 1.2, such as promotion of human rights[[11]](#footnote-11), good governance, children’s rights and indigenous peoples and combating HIV/AIDS (if there is a strong prevalence in the target region(s)), etc.

#### Implementation approach (max 1.5 pages)

Please provide all the following information:

1. The methods for implementation and rationale for such methodology (no details on the means required).
2. The broad timeframe of the action (duration) and if any sequencing of the activities is foreseen.
3. The organisational structure and the team proposed for the implementation of the action (including a simplified organigram).
4. The role and participation in the action 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.

#### Sustainability of the action (max 0.5 page)

Please provide **all the** information requested below:

1. Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
2. Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of theaction.

Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment - have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

#### Indicative Summary Budget

This section must be completed by the lead applicant and must provide INDICATIVE cost estimates in Euros for the main cost chapters indicated below. No detailed budget breakdown is required at this stage, but the amounts reflected shall be used as a basis for negotiating and designing a detailed budget during Step 2. The amounts indicated below are non-binding and non-committable to the Contracting Authority.

|  |  |  |
| --- | --- | --- |
| **Costs** | **Description** | **Amount in EUR** |
| 1. Human resources | Gross salaries for technical and administrative staff and local and foreign per diems for staff assigned to the Action based on their time input. |  |
| 1. Travel | Air travel and local transportation costs |  |
| 1. Equipment and supplies | Purchase or rent of vehicles, furniture, computer equipment, machines, tools, spare parts, etc. |  |
| 1. Local office | Vehicle costs, office rent, consumables, utilities, telecommunication and internet services, office maintenance costs |  |
| 1. Other costs/services | Publications, studies, research, expenditure verification/audit, evaluation costs, translation/interpreters, financial services, costs of conference/seminars and visibility actions |  |
| 1. Programme/activity costs | Direct costs for the actions/activities to be implemented. Please indicate the costs for "soft" activities and for "hard" activities |  |
| 1. Subtotal direct eligible costs of the action | Sum 1- 6 |  |
| 1. Indirect costs | Maximum 7% of 7, subtotal of direct eligible costs of the action |  |
| 1. Total eligible costs of the action | Sum 7 + 8 |  |
| 1. Provision for contingency reserve | Maximum 5% of 7, subtotal of direct eligible costs of the action |  |
| 1. Total eligible costs | Sum 9 + 10 |  |
| 1. Other accepted costs | * Taxes * Contributions in kind |  |
| 1. **Total accepted costs of the action** | **Sum 11+12** |  |

Please note that the cost of the action and the contribution requested from the Contracting Authority must be stated in Euros.

### Lead applicant’s experience

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

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[12]](#footnote-12) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the lead applicant:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[13]](#footnote-13) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

### Co-applicant(s)'s experience (if applicable)

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

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[14]](#footnote-14) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

1. Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the co-applicant:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[15]](#footnote-15) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

### Affiliated entity(ies) experience (if applicable)

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

1. For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[16]](#footnote-16) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the affiliated entity:** | | | | | |
| **Project title:** | |  | | | |
| **Location of the action** | **Cost of the action (EUR)** | **Role in the action: coordinator, co-beneficiary, affiliated entity** | **Donors to the action (name)**[[17]](#footnote-17) | **Amount contributed (by donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Objectives and results of the action** | |  | | | |
|  | |  | | | |

## The LEAD applicant

|  |  |
| --- | --- |
| **EuropeAid ID number**[[18]](#footnote-18) |  |
| **Name of the organisation** |  |



### Identity

|  |  |
| --- | --- |
| **The lead applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number**[[19]](#footnote-19) |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |

**The Contracting Authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.**

## The Co-applicant(s)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

|  |  |
| --- | --- |
|  | Co-applicant no.1 |
| **EuropeAid ID number[[20]](#footnote-20)** |  |
| **Name of the organisation** |  |
| **The co-applicant’s contact details for the purpose of this action** |  |
| **Legal entity file number[[21]](#footnote-21)** |  |
| **Abbreviation** |  |
| **Registration number (or equivalent)** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Official address of registration** |  |
| **Country of registration** |  |
| **Website and e-mail address of the organisation** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No. □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **Is your organisation linked with another entity?** | **□** Yes, parent entity:   (please specify its EuropeAid ID:…………………………)  **□** Yes, controlled entity(ies)  **□** Yes, family organisation / network entity  **□** No, independent |
| **History of cooperation with the lead applicant** |  |

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

**Mandate (for co-applicant(s))**

The co-applicant(s) authorise the lead applicant *<indicate the name of the organisation>* to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with the National Authorising Officer (Ministry of Finance, Planning and Economic Development) (‘Contracting Authority’), as well as, to represent the co-applicant in all matters concerning this grant contract.

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

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## AFFILIATED ENTITY(ies) participating in the action



### Description of the affiliated entity(ies)

This section must be completed for each affiliated entity within the meaning of Section 2.1.2 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each affiliated entity.

|  |  |
| --- | --- |
|  | Affiliated entity no.1 |
| **EuropeAid ID number**[[22]](#footnote-22) |  |
| **Full legal name** |  |
| **Date of registration** |  |
| **Place of registration** |  |
| **Legal status** | **Profit-Making □ Yes □ No.**  **NGO □ Yes □ No** |
| **Value based** | □ Political □ Religious □ Humanistic □ Neutral |
| **If fulfilling the criteria and conditions to be considered as affiliated entity(ies)[[23]](#footnote-23) specify to which entity you are affiliated (lead applicant/co-applicant) detailing the specific nature of the affiliation (i.e. parent entity,**  **family organisation / network entity, etc) and, if any, its EuropeAid ID** |  |
| **Official address of** **registration**[[24]](#footnote-24) |  |
| **Country of registration** |  |
| **Contact person** |  |
| **Telephone number**: country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **History of cooperation with the lead applicant/co-applicant** |  |

**Important: This application form must be accompanied by a signed and dated affiliated entities' 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 National Authorising Officer (Ministry of Finance, Planning and Economic Development) (Contracting Authority) requires all affiliated entity(ies) to acknowledge the principles of 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 action before the application is submitted to the Contracting Authority.
2. All affiliated entity(ies) must have read the standard grant contract (or Contribution Agreement, where applicable) and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation to which they are affiliated to sign the contract on their behalf with the Contracting Authority and represent them in all dealings with the Contracting Authority 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 Contracting Authority.
5. Proposals for substantial changes to the action (e.g. changes in activities that could affect the basic purpose of the action, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the Contracting Authority.

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

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Position: |  |
| Signature: |  |
| Date and place: |  |

## Associates participating in the action

This section must be completed for each associated organisation within the meaning of Section 2.1.3 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

|  |  |
| --- | --- |
|  | Associate <number> |
| **Full legal name** |  |
| **EuropeAid ID number**[[25]](#footnote-25) |  |
| **Country of registration** |  |
| **Legal status**[[26]](#footnote-26) |  |
| **Official address** |  |
| **Contact person** |  |
| **Telephone number:** country code + city code + number |  |
| **Fax number**: country code + city code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience of similar actions, in relation to role in the implementation of the proposed action** |  |
| **History of cooperation with the applicants** |  |
| **Role and involvement in preparing the proposed action** |  |
| **Role and involvement in implementing the proposed action** |  |

## CHECKLIST FOR THE CONCEPT NOTE

**<PUBLICATION REFERENCE + Development initiative for northern uganda – 11th edf**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **EuropeAid ID number** |  |
| **Country and date of registration** |  |
| **Legal entity file number**[[27]](#footnote-27) |  |
| **Legal status**[[28]](#footnote-28) |  |
| **Co-applicant[[29]](#footnote-29)** |  |
| **Name of the co-applicant** |  |
| **EuropeAid ID number** |  |
| **Country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |
| **Affiliated entity[[30]](#footnote-30)** |  |
| **Name of the Affiliated-entity** |  |
| **EuropeAid ID number** |  |
| **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.** |  |

|  |  |  |
| --- | --- | --- |
| **Before sending your CONCEPT NOTE, please check that each of the criteria BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal:** | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The instructions for the concept note have been followed and the correct grant application form has been used.** |  |  |
| **2. The declaration by the lead applicant has been filled in and signed and is included** |  |  |
| **3. The proposal is typed and is in English.** |  |  |
| **4. One original and two copies are included.** |  |  |
| **5. An electronic version of the concept note is enclosed.** |  |  |
| **6. Each co-applicant has completed and signed the mandate and the mandate is included** |  |  |
| **7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statement is included. *Please write 'Not applicable' (NA) if you have no affiliated entity(ies)*** |  |  |
| **PART 2 (ELIGIBILITY)**  **6. The action will be implemented in (an) eligible sub-region(s)/district(s) and in the minimum required number of sub-region(s) *(see Guidelines section 1.3).*** |  |  |
| **7. The duration of the action is between: *(delete the Lot that is not relevant to this application)***  **Lot 1: 36 months and 48 months (the minimum and maximum allowed).**  **Lot 2: 24 months and 36 months (the minimum and maximum allowed).** |  |  |
| **8. The requested contribution is between the minimum and maximum allowed: *(delete the Lot that is not relevant to this application)***  **Lot 1: between 3,000,000 EUR and 10,000,000 EUR**  **Lot 2: between 200,000 EUR and 500,000 EUR** |  |  |
| **9. The lead applicant and co-applicant(s) have an operational presence in the Republic of Uganda and if possible in the proposed areas of intervention with a permanent office and technical staff** |  |  |
| **10. The lead applicant and co-applicant(s) have a demonstrated capacity (of at least 5 years) in the related field(s) of the proposed action** |  |  |
| **11. The lead applicant and co-applicant(s)** **have not already signed a contract with the European Union under the DINU programme[[31]](#footnote-31)** |  |  |
| **13. Supporting documents have been provided in accordance with Section 2.4 of the guidelines for applicants** |  |  |
| **14. This checklist has been filled in and sent with the concept note.** |  |  |

## Declaration by the LEAD applicant (Concept Note)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for concept notes, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 2, 3, and 4 of this application (PART A);
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* 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;
* 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;
* 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 2.6.10.1. 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 the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity (if any) have delivered as requested the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
* **the lead applicant and each co-applicant and affiliated entity (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;**
* 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 to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

These are the sources and amounts of European Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action *<list source and amount and indicate status (i.e. applied for or awarded)>*

The lead applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..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 up 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 Financial Regulation in force. 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** |  |

## 

## Assessment grid for the concept note

***(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)***

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. The submission deadline has been met. |  |  |
| 2. The concept note satisfies all criteria specified in the checklist. |  |  |
| Administrative compliance has been checked by:  Date: |  |  |
| **DECISION: The committee has decided to evaluate the concept note, which has passed the administrative check.** |  |  |
| The concept note has been evaluated by:  Date: |  |  |
| **DECISION: The concept note has been provisionally selected for Step 2 as one of the top ranked proposals and the committee has recommended eligibility checking** |  |  |
| The eligibility has been evaluated by:  Date: |  |  |
| **eligibility verification** |  |  |
| 3. The checklist for the concept note (Part 2) has been duly completed. |  |  |
| 4. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines. |  |  |
| 5. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1 of the guidelines. |  |  |
| 6. The affiliated entity(ies), if any, satisfy the eligibility criteria in Section 2.1.3 of the guidelines. |  |  |
| 7. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.4) |  |  |
| a. The lead applicant's statutes or articles of association |  |  |
| b. The statutes or articles of association of the co-applicants and the affiliated entity(ies) |  |  |
| c. The lead applicant’s external audit report (if applicable) |  |  |
| d. Copy of the lead applicant's latest accounts |  |  |
| Eligibility has been assessed by:  Date: |  |  |
| **DECISION: The committee has checked the eligibility under the criteria laid down in the guidelines for applicants and has decided to invite the lead applicant for negotiations (Step 2)** |  |  |

# Part B. Full Application Form[[32]](#footnote-32)

**To be completed only by applicants who receive an invitation to submit a full application (at the time of the invitation)**

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

## General information

|  |  |
| --- | --- |
| **Reference of the call** | PUBLICATION REFERENCE |
| **Title of the call** | **Development Initiative for Northern Uganda** |
| **Name of the lead applicant** |  |
| **Number of the proposal**[[33]](#footnote-33) |  |
| **Title of the action** |  |
| **Location of the action** | *Specify sub-region(s)/district(s) that will benefit from the action* |
| **Duration of the action** |  |
| **Number and title of the lot** | **□ Lot 1 -** Improving livelihoods through increased production of diversified food, enhanced market opportunities and better maternal and child nutrition  **□ Lot 2** **-** Improving performance and accountability of local governments through strengthened participation of communities |

## The action[[34]](#footnote-34)

### Description of the action

#### Description (max 13 pages)

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s), possible intermediary outcomes and outputs.

* Briefly outline the relevance of the action to the objectives/sectors/priority issues and specific considerations of this call and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication)
* Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs and improve their situation. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants and affiliated entities.
* Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)[[35]](#footnote-35) and finally the outcome(s) to the expected impact[[36]](#footnote-36), making explicit the main assumptions and risks along this chain of results. .
* Describe how the proposed action concretely intend to connect with other components of the DINU programme in order to create synergies and generate greater impact and with other initiatives supported by the EU, by other donors (Member States & others) and by the Government of Uganda
* 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 and affiliated entity (and associates or contractors or recipients of financial support where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. List any publications proposed.
* If financial support to third parties is foreseen under the action, applicants must define, in line with the conditions set by the guidelines for applicants the objectives and results to be obtained with financial support, the different types of activities eligible for financial support, on the basis of a fixed list, the types of entity eligible or categories of persons which may receive financial support, the criteria for selecting these entities and giving the financial support, the criteria for determining the exact amount of financial support for each third entity, and the maximum amount which may be given. With reference to Section 2.4 of PRAG, the beneficiary of the grant contract shall be responsible for the respect of the EU restrictive measures in case of financial support to third entities.
* Indicate the main studies conducted in view of defining the scope of the action.

#### Implementation approach (max 5 pages)

Describe in detail:

* 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;
* where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions- highlighting and recommendations of any evaluations carried out);
* where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project;
* Explain how the Action will mainstream other relevant cross-cutting issues than the ones presented as priority issues and specific considerations in the guidelines section 1.2, such as promotion of human rights[[37]](#footnote-37), good governance, children’s rights and indigenous peoples and combating HIV/AIDS (if there is a strong prevalence in the target region(s)), etc.
* 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);
* the role and participation in the action 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;
* the planned monitoring arrangements and subsequent follow up
* the planned internal/external evaluation processes (*an evaluation should be foreseen for actions above EUR 500 000, and is highly recommended for actions below this amount*)
* the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding.

#### Indicative action plan for implementing the action (max 4 pages)

Applicants should not give a specific start-up date for the implementation of the action 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 2.1.1. The implementing body must be either the lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. 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 implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the special conditions of the grant contract).

The action plan will be drawn up using the following format:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |  |  |  |  |  |  |  |  |  |

#### Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

* Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
* Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of theaction..

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

d. Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?

* Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

#### Logical framework

Please fill in Annex C[[38]](#footnote-38) to the guidelines for applicants.

#### Budget, amount requested from the Contracting Authority and other expected sources of funding

Fill in Annex B to the guidelines for applicants to provide information on:

* the budget of the action (worksheet 1), for the total duration of the action and for its first 12 months;
* justification of the budget (worksheet 2), for the total duration of the action, and
* amount requested from the Contracting Authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.4 and 2.1.5).

Please list below the contributions in kind to be provided (please specify), if any (maximum 1 page).

Please note that the cost of the action and the contribution requested from the Contracting Authority must be stated in EUR.

## Checklist for the full application form

**PUBLICATION REFERENCE**

**Development initiative for northern uganda – 11th edf**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **EuropeAid ID number** |  |
| **Country and date of registration** |  |
| **Legal entity file number**[[39]](#footnote-39) |  |
| **Legal status**[[40]](#footnote-40) |  |
| **Co-applicant[[41]](#footnote-41)** |  |
| **Name of the co-applicant** |  |
| **EuropeAid ID number** |  |
| **Country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |
| **Affiliated entity[[42]](#footnote-42)** |  |
| **Name of the affiliated-entity** |  |
| **EuropeAid ID number** |  |
| **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.** |  |

|  |  |  |
| --- | --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** | |
| **Title of the proposal: <***indicate the title>* | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)**  **1. The correct grant application form has been used.** |  |  |
| **2. The declaration by the lead applicant has been filled in, signed and is included.** |  |  |
| **3. The proposal is typed and is in English.** |  |  |
| **4. One original and 2 copies are included.** |  |  |
| **5. An electronic version of the proposal is enclosed.** |  |  |
| **6. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.** |  |  |
| **7. The logical framework has been completed and is enclosed.** |  |  |
| **PART 2 (ELIGIBILITY)**  **8. The action will be implemented in the sub-region(s)/district(s) agreed at the end of the negotiation with the Technical Negotiation Committee.** |  |  |
| **9. The duration of the action is XX months as agreed at the end of the negotiation with the Technical Negotiation Committee.** |  |  |
| **10. The requested EU contribution is XX EUR as agreed at the end of the negotiation with the Technical Negotiation Committee.** |  |  |
| **11. The requested EU contribution is X % of the total eligible costs (and X% of the total accepted costs if applicable) as agreed at the end of the negotiation with the Technical Negotiation Committee.** |  |  |
| **12.**  **The amount of financing requested on the basis of simplified cost options corresponds to what was agreed at the end of the negotiation with the Technical Negotiation Committee and is supported by appropriate justification in the "justification sheet" of the Budget and in case of other/recurrent SCO the methods are based on a priory obtained ex-ante assessment. *Please write ‘Not applicable’ (NA) if you don't use the simplified cost option.*** |  |  |

## Declaration by the LEAD applicant (FULL APPLication)

The lead applicant, 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), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 2, 3, and 4 of this application (Part A);
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* 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;
* 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;
* 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 2.6.10.1. 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 the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity (if any) have delivered with the concept note the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
* **the lead applicant and each co-applicant and affiliated entity (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;**
* 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 to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

These are the sources and amounts of European Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action *<list source and amount and indicate status (i.e. applied for or awarded)>*

The lead applicant is fully aware of the obligation to inform without delay the Contracting Authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..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 up 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 Financial Regulation in force. 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** |  |

## Assessment grid for the full application

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **YES** | | **NO** | |
| **opening** & **administrative check** | |  | |  | |
| 1. The submission deadline has been met. | |  | |  | |
| 2. The full application satisfies all the criteria specified in the checklist in Section 3 of Part B. | |  | |  | |
| **DECISION:**  The committee has decided to assess the full application, which passed the administrative checks. | |  | |  | |
| Administrative compliance has been checked by:  Date: | | | | | |
| **Assessment of the conformity and quality of the full application** | |  | |  | |
| **decision:**  **A.** The full application is in conformity with the agreed content discussed and developed during the negotiation phase | |  | |  | |
| **B.** The full application reaches the expected level of quality as set by the Technical Negotiation Committee | |  | |  | |
| The full application has been assessed by:  Date: | | | | | |
| **decision:**  The Technical Negotiation Committee has decided to recommend to the Contracting Authority the awarding of a grant to the lead applicant. |  | |  | |

1. Any reference to European Union financing also refers to European Development Fund where applicable. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit

   <https://ec.europa.eu/europeaid/funding/about-calls-proposals/pador-helpdesk_en>

   This information is not mandatory as the European Commission is not the Contracting Authority but it would be useful. [↑](#footnote-ref-3)
4. If a lead applicant has already signed a contract with the European Commission and/or has been informed of the legal entity file number. If not, write ‘N/A’. [↑](#footnote-ref-4)
5. E.g. non-profit, governmental body, international organisation. [↑](#footnote-ref-5)
6. Use one row for each co-applicant. [↑](#footnote-ref-6)
7. Use one row for each affiliated entity. [↑](#footnote-ref-7)
8. Cover page as per template in page 1 should be attached as well. [↑](#footnote-ref-8)
9. ‘Target groups’ are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-9)
10. ‘Final beneficiaries’ are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-10)
11. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at<https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en> [↑](#footnote-ref-11)
12. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-12)
13. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-13)
14. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-14)
15. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-15)
16. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-16)
17. If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State. [↑](#footnote-ref-17)
18. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://ec.europa.eu/europeaid/search/site/pador_en>

    This information is not mandatory as the European Commission is not the Contracting Authority but it would be useful. [↑](#footnote-ref-18)
19. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-19)
20. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://ec.europa.eu/europeaid/search/site/pador_en>. This information is not mandatory as the European Commission is not the Contracting Authority but it would be useful. [↑](#footnote-ref-20)
21. If the co-applicant has already signed a contract with the European Commission. [↑](#footnote-ref-21)
22. This number is available to an organisation which registers its data in PADOR. For more information and to register, please <https://ec.europa.eu/europeaid/search/site/pador_en>. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority. [↑](#footnote-ref-22)
23. As described in Section 2.1.2. of the guidelines for applicants. [↑](#footnote-ref-23)
24. If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location. [↑](#footnote-ref-24)
25. This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit <https://ec.europa.eu/europeaid/search/site/pador_en>. This information does not need to be provided in case of calls where the European Commission is not the Contracting Authority. [↑](#footnote-ref-25)
26. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-26)
27. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-27)
28. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-28)
29. Add as many rows as co-applicants. [↑](#footnote-ref-29)
30. Add as many rows as affiliated entities. [↑](#footnote-ref-30)
31. This applies only to the signatory of the contract, not the implementing partners under the contract. [↑](#footnote-ref-31)
32. The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C). [↑](#footnote-ref-32)
33. When the Contracting Authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number. [↑](#footnote-ref-33)
34. The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action. [↑](#footnote-ref-34)
35. The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s) [↑](#footnote-ref-35)
36. The impact is the long-term expected effect of the action fulfilling the overall objective [↑](#footnote-ref-36)
37. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at<https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en> [↑](#footnote-ref-37)
38. Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>. [↑](#footnote-ref-38)
39. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-39)
40. E.g. non-profit, governmental body, or international organisation. [↑](#footnote-ref-40)
41. Add as many rows as co-applicant(s). [↑](#footnote-ref-41)
42. Add as many rows as affiliated entities. [↑](#footnote-ref-42)