

**Single Market Programme (SMP)**

**Application Form**

**Administrative Forms (Part A)**

**Technical Description (Part B)**

**Representation of SMEs’ interests in European standardisation**

**EISMEA-SMP-STA-FPA-SME-2021**

(SMP Standardisation)

**Version 2.0**

**October 2021**

**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form is the template for EU grants applications; it must be submitted before the deadline.

The Form consists of 2 parts:.

* Part A template, which contains structured administrative information
* Part B is a narrative technical description of the project.

Part A template which is to be filled in duly and in detail and submitted in a PDF format, together with the rest of the required documents, as instructed in the call document.

Part B is a template form provided as an Annex to the Call document, which also needs to be sent as PDF together with the rest of the required documents, as instructed in the call document.

**How to prepare and submit it?**

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

**Character** and **page limits**:

* page limit for Part B: normally **30** pages excluding annexes (unless otherwise provided in the Call document)
* supporting documents can be provided as an annex and do not count towards the page limit
* Font size – Times New Roman, 12 points
* page size: A4
* margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

# ADMINISTRATIVE FORMS (PART A)

|  |
| --- |
|  |
| **SUMMARY OF THE APPLICATION** |
| Title: |
| Identity of the Coordinator: |
| Summary of the action in English: |
| Duration (in months): |
| Requested amount (in €): |

Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this grants programme available on our site.

Please make sure that your application:

* is submitted on the correct form, completed in full and dated;
* is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
* presents a budget in conformity with the funding rules;
* meets the submission arrangements set out in the call;
* is submitted by the deadline.

The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.

By submitting an application the applicant accepts that in case of award certain data like the name, locality and amount (amongst others) will be published.

**I. INFORMATION ON THE APPLICANTS**

|  |
| --- |
| **1 REFERENCES OF THE APPLICANTS** |

1.1 Coordinator

|  |
| --- |
| **1.1.1 IDENTITY OF THE APPLICANT** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form:  (Not applicable if the applicant is a natural person) |
| Legal personality[[1]](#footnote-1):  (Reply by "YES" or "NO").  (In case you answered "NO"):  For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.) |
| VAT number (if applicable): |
| PIC number: |

**Legal entity details will be asked to the eligible applicants in a subsequent procedural phase by REA (Research Executive Agency).**

|  |
| --- |
| **1.1.2 CONTACT DETAILS** |
| Street address: |
| Postcode: |
| City: |
| Region (if applicable): |
| Country: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |
| Website: |

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

|  |
| --- |
| **1.1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL/Coordinator** |
| Family name: First Name: |
| Position/Function: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

|  |
| --- |
| **1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name: First Name: |
| Position/Function/Mandate: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.1.5 ORGANISATION DETAILS** | | | | |
| Is your Organisation independent? | Y | N | Number of employees |  |
| If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your organisation |  | | | |
| Business Area |  | | | |
| Internet homepage |  | | | |

|  |  |
| --- | --- |
| **1.1.6. INFORMATION CONCERNING PARTICIPATION AND INVOLVEMENT** | |
| Amount of funding which the company/ organisation undertakes to provide for the operation (in Euro) |  |
| By which means and when will the co-financing take place? |  |
| Is the co-financing decision irrevocable?  (if the answer is “No”, please comment) |  |
| Role and involvement in implementing the proposed project |  |

1.2 Applicant No 2 (Repeat this part as often as is required to include all applicants)*.*

|  |
| --- |
| **1.2.1 IDENTITY OF THE APPLICANT** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form:  (Not applicable if the applicant is a natural person) |
| Legal personality[[2]](#footnote-2):  (Reply by "YES" or "NO")  (In case you answered "NO"):  For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent) |
| VAT number (if applicable): |
| PIC number: |

**Legal entity details will be asked to the eligible applicants in a subsequent procedural phase by REA (Research Executive Agency).**

|  |
| --- |
| **1.2.2 CONTACT DETAILS** |
| Street address: |
| Postcode: |
| City: |
| Region (if applicable): |
| Country: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |
| Website: |

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

|  |
| --- |
| **1.2.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL** |
| Family name: First Name: |
| Position/Function: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

|  |
| --- |
| **1.2.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name: First Name: |
| Position/Function/Mandate: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.2.5 ORGANISATION DETAILS** | | | | |
| Is your Organisation independent? | Y | N | Number of employees |  |
| If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your organisation |  | | | |
| Business Area |  | | | |
| Internet homepage |  | | | |

|  |  |
| --- | --- |
| **1.2.6. INFORMATION CONCERNING PARTICIPATION AND INVOLVEMENT** | |
| Amount of funding which the company/ organisation undertakes to provide for the operation (in Euro) |  |
| By which means and when will the co-financing take place? |  |
| Is the co-financing decision irrevocable?  (if the answer is “No”, please comment) |  |
| Role and involvement in implementing the proposed project |  |

1.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities)*.*

|  |
| --- |
| **1.3.1 IDENTITY OF THE AFFILIATED ENTITY**  **(**This box shall be filled in by all affiliated entities, including the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as thesole beneficiary.**)** |
| 1.5.1 AFFILIATED ENTITY (No 1 - to be repeated for each affiliated entity) |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form:  (Not applicable if the applicant is a natural person) |
| Legal personality[[3]](#footnote-3):  (Reply by "YES" or "NO"):  (In case you answered "NO"):  For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.) |
| VAT number (if applicable): |
| PIC number: |
| Legal or capital link with the applicant, if applicable:  The applicant should provide a short description of the legal or capital link with the applicant and provide the statutory documents and/or consolidated accounts. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.3.2 ORGANISATION DETAILS** | | | | |
| Is your Organisation independent? | Y | N | Number of employees |  |
| If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your organisation |  | | | |
| Business Area |  | | | |
| Internet homepage |  | | | |

|  |  |
| --- | --- |
| **1.3.3. INFORMATION CONCERNING PARTICIPATION AND INVOLVEMENT** | |
| Amount of funding which the company/ organisation undertakes to provide for the operation (in Euro) |  |
| By which means and when will the co-financing take place? |  |
| Is the co-financing decision irrevocable?  (if the answer is “No”, please comment) |  |
| Role and involvement in implementing the proposed project |  |

|  |
| --- |
| **2 BANK DETAILS** |

**Bank details will be asked to the eligible applicants in a subsequent procedural phase by REA (Research Executive Agency).**

|  |
| --- |
| **3 PROFILE OF THE APPLICANTS** |

3.1 Applicant No1 Coordinator

|  |
| --- |
| **PROFILE OF THE Coordinator — GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The entity shall state his legal status by ticking one or several options:  Public body  International Organisation  Non-profit making organisation  Social Partner  Educational and training establishment  Research Centre/Institute  Other (please specify)  SME  Natural Persons  Private Entity |
| The Coordinator should provide a short description of the organisation/group/ consortium including affiliated entities. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call. |

3.2 Applicant No 2 (Repeat this part as often as is required to include all applicants)

|  |
| --- |
| **PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The entity shall state his legal status by ticking one or several options:  Public body  International Organisation  Non-profit making organisation  Social Partner  Educational and training establishment  Research Centre/Institute  Others (please specify)  SME  Natural Persons  Private Entity |

3.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities)

|  |
| --- |
| **PROFILE OF THE AFFILIATED ENTITY No 1 — GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The entity shall state his legal status by ticking one or several options:  Public body  International Organisation  Non-profit making organisation  Social Partner  Educational and training establishment  Research Centre/Institute  Others (please specify)  SME  Natural Persons  Private Entity |

|  |  |  |
| --- | --- | --- |
| Only for public bodies-legal status GOV (to be taken out if not applicable): I declare that the financial workflows of the public officials employed in this action are fully under my control and a part of their salary is booked to eligible costs only to carry out activities in addition to our routine activities. | Yes | No |

**II. OPERATIONAL CAPACITY** (one form for each project)

|  |
| --- |
| **1 OPERATIONAL CAPACITY** |

1.1 Coordinator

|  |
| --- |
| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT** |
| Applicants have to submit a declaration on their honour, and the following supporting documents:   * curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation; * an exhaustive lists of previous projects and activities performed by the people primarily responsible for managing and implementing the operation. |

1.2 Applicant No2 (Repeat this part as often as is required to include all applicants)

|  |
| --- |
| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT** |
| Applicants have to submit a declaration on their honour, and the following supporting documents:   * curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation; * an exhaustive lists of previous projects and activities performed by the people primarily responsible for managing and implementing the operation. |

1.3 Affiliated Entity No1 (Repeat this part as often as is required to include all affiliated entities)

|  |
| --- |
| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE AFFILIATED ENTITY No 1** |
| Applicants have to submit a declaration on their honour, and the following supporting documents:   * curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation; * an exhaustive lists of previous projects and activities performed by the people primarily responsible for managing and implementing the operation. |

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

***Note:*** *Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.*

|  |  |
| --- | --- |
| **PROJECT** | |
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |
| **Coordinator contact:** | [name NAME], [organisation name] |

**TABLE OF CONTENTS**

[ADMINISTRATIVE FORMS (PART A) 3](#_Toc83796759)

[TECHNICAL DESCRIPTION (PART B) 14](#_Toc83796760)

[COVER PAGE 14](#_Toc83796761)

[PROJECT SUMMARY 14](#_Toc83796762)

[1. RELEVANCE 15](#_Toc83796763)

[1.1 Background and profile 15](#_Toc83796764)

[1.2 Needs analysis and specific objectives 15](#_Toc83796765)

[1.3 Complementarity with other actions and innovation — European added value 15](#_Toc83796766)

[2. QUALITY 15](#_Toc83796767)

[2.1 Concept and methodology 15](#_Toc83796768)

[2.2 Consortium set-up 16](#_Toc83796769)

[2.3 Project teams, staff and experts 16](#_Toc83796770)

[2.4 Consortium management and decision-making 17](#_Toc83796771)

[2.5 Project management, quality assurance and monitoring and evaluation strategy 17](#_Toc83796772)

[2.6 Cost effectiveness and financial management 17](#_Toc83796773)

[2.7 Risk management 17](#_Toc83796774)

[3. IMPACT 18](#_Toc83796775)

[3.1 Impact and ambition 18](#_Toc83796776)

[3.2 Communication, dissemination and visibility 18](#_Toc83796777)

[3.3 Sustainability and continuation 18](#_Toc83796778)

[4. MULTI-ANNUAL ACTION PLAN 20](#_Toc83796779)

[5. DECLARATIONS 23](#_Toc83796780)

[ANNEXES 23](#_Toc83796781)

## PROJECT SUMMARY

|  |
| --- |
| **Project summary** |
| Insert text |

## 1. RELEVANCE

### 1.1 Background and profile

|  |
| --- |
| **Background and general objectives**  *Describe the background and rationale of the project.*  *How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project’s contribution to the priorities of the call?*  **Profile**  *Present your organisation. Describe size, structure, activities and composition/membership. Describe the mission statement, vision and overall objectives of your organisation (as defined in key stakeholder documents).*  *Describe how your organisation pursues an aim of general EU interest or has objectives that contribute to the EU policy objectives set out in the call.* |
| Insert text |

### 1.2 Needs analysis and specific objectives

|  |
| --- |
| **Needs analysis** **and** **specific objectives**  *Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?*  *The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).* |
| Insert text |

### 1.3 Complementarity with other actions and innovation — European added value

|  |
| --- |
| **Complementarity with other actions and innovation**  *Explain how the project builds on the results of past activities carried out in the field. Explain how the activities are complementary to other activities carried out by other organisations.*  *Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.*  *Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?*  *How do your organisation’s activities address the objectives and themes and priorities of the call to which you are applying? What is your organisation’s contribution?* |
| Insert text |

## 2. QUALITY

### 2.1 Concept and methodology

|  |
| --- |
| **Concept and methodology**  *Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project’s objectives.* |
| Insert text |

### 2.2 Consortium set-up

|  |
| --- |
| **Consortium cooperation and division of roles (if applicable)**  *Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?*  *In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.*  ***Note:*** *When building your consortium you should think of organisations that can help you reach objectives and solve problems.* |
| Insert text |

### 2.3 Project teams, staff and experts

|  |  |  |
| --- | --- | --- |
| **Project teams and staff**  *Describe the project teams and how they will work together to implement the project.*  *List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc.* | | |
| Name and function | Organisation | Role/tasks/professional profile and expertise |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Outside resources (subcontracting, seconded staff, etc)**  *If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).*  *If there is subcontracting, please also complete the table in section 4.* |
| Insert text |

|  |
| --- |
| **Experts (if applicable)**  *Explain if* ***national*** *and/or* ***international experts*** *will be nominated by national authorities to support the project implementation. Describe the specific professional and technical expertise and experience of each proposed expert and their contribution to the project implementation.* |
| Insert text |

### 2.4 Consortium management and decision-making

|  |
| --- |
| **Consortium management and decision-making (if applicable)**  *Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.*  ***Note:*** *The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.* |
| Insert text |

### 2.5 Project management, quality assurance and monitoring and evaluation strategy

|  |
| --- |
| **Project management, quality assurance and monitoring and evaluation strategy**  *Describe the measures planned to ensure that the project implementation is of high quality and completed in time.*  *Describe the methods to ensure good quality, monitoring, planning and control.*  *Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.* |
| Insert text |

### 2.6 Cost effectiveness and financial management

|  |
| --- |
| **Cost effectiveness and financial management**  *Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.*  *Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.*  cid:image001.png@01D0B99B.7C10A740 *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.* |
| Insert text |

### 2.7 Risk management

|  |  |  |  |
| --- | --- | --- | --- |
| **Critical risks and risk management strategy**  *Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.*  *Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.*  ***Note:*** *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.* | | | |
| Risk No | Description | Work package No | Proposed risk-mitigation measures |
|  |  |  |  |
|  |  |  |  |

## 3. IMPACT

### 3.1 Impact and ambition

|  |
| --- |
| **Impact and ambition**  *Define the short, medium and long-term effects of the project*.  *Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?* |
| Insert text |

### 3.2 Communication, dissemination and visibility

|  |
| --- |
| **Communication, dissemination and visibility of funding**  *Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.*  *Describe how the visibility of EU funding will be ensured.* |
| Insert text |

### 3.3 Sustainability and continuation

|  |
| --- |
| **Sustainability, long-term impact and continuation**  *Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?*  *What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?*  *Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?* |
| Insert text |

*]*

**4. MULTI-ANNUAL ACTION PLAN**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Multi-annual action plan**  *This section concerns the overview of the activities you are planning for the years covered by the EU framework partnership and how they will be implemented.*  ***Milestones*** *are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.*  ***Deliverables*** *are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number before signature of the Framework Partnership Agreement.*  *Group your activities into standard activities (which you repeat each year) and ad hoc activities (which will be implemented only in certain years).*  *Include only the part of your activities which is eligible under the framework partnership.* | | | | | | | | | | | | |
| **Standard activities (all years)** *(n/a for Action Grants FPAs)* | | | | | | | | | | | | |
| Activity | | Objective | | Target Groups | | How will it be implemented?  (concept & methodology) | | Milestones and Deliverables | | | Lead Beneficiary | |
|  | |  | |  | |  | |  | | |  | |
|  | |  | |  | |  | |  | | |  | |
| *[***Ad hoc a***][***A***]***ctivities** | | | | | | | | | | | | |
| Year | Activity | | Description | | Objective | | Target Groups | | How will it be implemented?  (concept & methodology) | Milestones and Deliverables | | Lead Beneficiary |
|  |  | |  | |  | |  | |  |  | |  |
|  |  | |  | |  | |  | |  |  | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *OPTION for Action Grants FPAs:* **Multi-annual budget estimate (all years)**  *Give a rough estimate of the overall costs of the action plan for the duration of the EU framework partnership.* | | | | | | | | |
| Participant | Costs | | | | | | | |
| A. Personnel | B. Subcontracting | C.1 Travel and subsistence | C.2 Equipment | C.3 Other goods, works and services | D.1 Financial support to third parties | E. Indirect costs | Total costs |
| [name] | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | |
| [name] | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | X EUR | |
|  |  |  |  |  |  |  |  |  | |
| Total |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *OPTION for Operating Grants FPAs:* **Multi-annual budget estimate**  *Give a rough estimate of your overall costs and income for the duration of the EU framework partnership.*  *Divide your global yearly budget into general costs and costs of specific activities. For the specific activities, distinguish between activities that are eligible under the framework partnership and those that are not.*  *Specify regular income from other sources and estimated income generated by the activities. (No need for a balance of costs and income, since these are only rough estimates and they don’t include the EU operating grant and the beneficiary’s own contribution).* | | | | | | | | | |
|  | Costs | | | | | Income | | | |
| Year | General personnel costs (general management and common services) | General running costs | Costs of specific activities (eligible) | Costs of specific activities (not eligible) | Total global yearly budget (costs) | Membership contributions & subscriptions | Financial contributions by third parties (including funding other than EU operating grant) | Income generated by the activities (eligible and non eligible) | Total estimated income |
| YYYY |  |  |  |  |  |  |  |  |  |
| YYYY |  |  |  |  |  |  |  |  |  |
| YYYY |  |  |  |  |  |  |  |  |  |
| YYYY |  |  |  |  |  |  |  |  |  |
| YYYY |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |

## 5. DECLARATIONS

|  |  |
| --- | --- |
| **Double funding** | |
| **Information concerning other EU grants for this project**  cid:image001.png@01D0B99B.7C10A740 *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).* | **YES/NO** |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. |  |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details. |  |

# ANNEXES

**LIST OF ANNEXES**

* a summary table indicating the persons that will make up the core team responsible for managing and implementing the project with their qualifications and competences (accompanied by a curriculum vitae or description of the profile of the people);
* the organisation's activity reports of the last 3 years;
* an exhaustive lists of previous projects and activities performed and connected to standardisation or to the actions to be carried out;
* a brief summary of an official strategy/policy paper/action plan or another proof of evidence of a successful model in place in the field of standardisation priority/topic;
* a brief description of the technical capacity available for an effective participation in the technical work with respect to the development and revision of European standards which is necessary for the support of Union legislation and policies;
* a description of the technical equipment, tools or facilities and patents at the disposal of the applicant;
* a proof of national membership of at least two thirds of Member States;
* a description of the geographical coverage in terms of membership and the strategy to develop it further;
* an inventory of natural or economic resources involved in the project.

|  |  |  |
| --- | --- | --- |
| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | dd.mm.2021 | Initial version (new MFF). |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-1)
2. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-2)
3. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-3)