

**Single Market Programme**

**Application Form**

**Technical Description (Part B)**

Union market surveillance campaigns and associated activities, including resources and equipment, IT tools and training

SMP-IMA-2021-MS-CAA-2711-12367

**Version 1.0**

**June 2021**

**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form consists of two templates for EU grants applications; it must be submitted before the call deadline.

The Application Form consists of 2 templates:

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

Part A is a template form provided as an Annex to the Call document. It. has 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 this template, 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 normally **70** pages (unless otherwise provided in the Call document)
* supporting documents can be provided as an annex and do not count towards the page limit
* minimum 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 submit an application that exceeds the specified limit, the excess pages will be 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.**

# 

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

***Note:*** *Please read carefully the conditions set out in the Call document. 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] |

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## PROJECT SUMMARY

|  |
| --- |
| **Project summary** |
| Abstract |

## 1. RELEVANCE

### 1.1 Background and general objectives

|  |
| --- |
| **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?* |
| 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 and describe its innovative aspects. 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?* |
| 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. (use the same profiles as in the detailed budget table, if any) and describe briefly their tasks. Provide CVs of all key actors or biographical description (mandatory).* | | |
| 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******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. Provide CVs (if required).*  *Minimum requirements:*   * *Qualification: A level of education which corresponds to a Bachelor's degree.* * *Professional experience: At least 4 years of proven experience in XXX* * *Other skills: ability to work in English (minimum B2 level)* |
| 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. WORKPLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 4.1 Work plan

|  |
| --- |
| **Work plan**  *Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).* |
| Insert text |

### 4.2 Work packages and activities

|  |
| --- |
| **WORK PACKAGES** |
| *This section concerns a detailed description of the project activities.*  *Group your activities into work packages.* ***A work package means a major sub-division of the project****. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*  *Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.*  *For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name)*  *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).* |

#### Work Package 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Package 1: [Name, e.g. Project management and coordination]** | | | | | | | | | | | | | | | |
| *Ensure consistence with the detailed budget table (if applicable).* | | | | | | | | | | | | | | | |
| **Duration:** | | | MX - MX | | **Lead Beneficiary:** | | | | 1-Short name | | | | | | |
| **Objectives**  *List the specific objectives to which this work package is linked.* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Activities (what, how, where) and division of work**  *Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.*  *Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating* ***in bold*** *the task leader.*  *Add information on other participants’ involvement in the project e.g. subcontractors, in-kind contributions.*  ***Note:***  *In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost.* *Please indicate the in-kind contributions that are provided in the context of this work package.*  *The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*  *If there is subcontracting, please also complete the table below.* | | | | | | | | | | | | | | | |
| Task No  (continuous numbering linked to WP) | Task Name | | | | | Description | | | | | Participants | | | | In-kind Contributions and Subcontracting  (Yes/No and which) |
| Name | | Role  (COO, BEN, AE, AP, OTHER) | |
| T1.1 |  | | | | |  | | | | |  | |  | |  |
| T1.2 |  | | | | |  | | | | |  | |  | |  |
|  |  | | | | |  | | | | |  | |  | |  |
| **Milestones and deliverables (outputs/outcomes)**  ***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.*  *Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.*  ***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 during grant preparation.*  *For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.*  *For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the ‘Description’ field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).*  *For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.*  *The labels used mean:*  *Public — fully open*  *Sensitive — limited under the conditions of the Grant Agreement*  *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision* [*2015/444*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803). | | | | | | | | | | | | | | | |
| Milestone No  (continuous numbering not linked to WP) | | Milestone Name | | Work Package No | | | Lead Beneficiary | Description | | | | Due Date  (month number) | | Means of Verification | |
| MS1 | |  | | 1 | | |  |  | | | |  | |  | |
| MS2 | |  | | 1 | | |  |  | | | |  | |  | |
| Deliverable No  (continuous numbering linked to WP) | | Deliverable Name | | Work Package No | | | Lead Beneficiary | Type | | Dissemination Level | | Due Date  (month number) | | Description  (including format and language) | |
| D1.1 | |  | | 1 | | |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* | |  | |  | |
| D1.2 | |  | | 1 | | |  | *[*R *—* Document,report*]* *[*DEM *—* Demonstrator, pilot, prototype*]* *[*DEC —Websites, patent filings, videos, etc*] [*DATA *—* data sets, microdata, etc*] [*DMP *—* Data Management Plan*]* *[*ETHICS*] [*SECURITY*] [*OTHER*]* | | *[*PU *—* Public]  *[*SEN *—* Sensitive*]*  *[*R-UE/EU-R — EU Classified*]*  *[*C-UE/EU-C — EU Classified*]*  *[*S-UE/EU-S — EU Classified*]* | |  | |  | |

#### Work Package …

*To insert work packages, copy WP1 as many times as necessary.*

#### Overview of Work Packages)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff effort per work package**  *Fill in the summary on work package information and effort per work package.* | | | | | | |
| Work Package No | Work Package Title | Lead Participant No | Lead Participant Short Name | Start Month | End Month | Person-Months |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  |  | Total Person- Months |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff effort per participant**  *Fill in the effort per work package and Beneficiary/Affiliated Entity.*  *Please indicate the number of person/months over the whole duration of the planned work.*  *Identify the work-package leader for each work package by showing the relevant person/month figure in* ***bold****.* | | | | |
| Participant | WP1 | WP2 | WP… | Total Person-Months |
| [name] |  |  |  |  |
| [name] |  |  |  |  |
| Total Person-Months |  |  |  |  |

#### Events and trainings

XXX

#### Equipment

XX

### 4.3 Timetable

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timetable (projects up to 2 years)**  *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.*  ***Note:*** *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | | | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **M 13** | **M 14** | **M 15** | **M 16** | **M 17** | **M 18** | **M 19** | **M 20** | **M 21** | **M 22** | **M 23** | **M 24** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

### 4.4 Subcontracting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subcontracting**  *Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).*  *Subcontracting — Subcontracting means the implementation of ‘action tasks’, i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.*  ***Note:*** *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*  *Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).* | | | | | | | |
| Work Package No | Subcontract No  (continuous numbering linked to WP) | Subcontract Name  (subcontracted action tasks) | Description  (including task number and BEN to which it is linked) | | Estimated Costs  (EUR) | Justification  (why is subcontracting necessary?) | Best-Value-for-Money  (how do you intend to ensure it?) |
|  | S1.1 |  |  | |  |  |  |
|  | S1.2 |  |  | |  |  |  |
| Other issues:  *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.* | | | | Insert text | | | |

*]*

**4**

*]*

## 5. OTHER

### 5.1 Ethics

|  |
| --- |
| **Ethics**  *Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.*  *Describe how you will ensure gender mainstreaming and children’s rights in the project activities.* |
| Insert text |
| Not applicable. |

### 5.2 Security (if applicable)

|  |
| --- |
| **Security**  *Describe security issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.*  *Indicate if there is need for EU classification of information (Decision* [*2015/444*](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32015D0444&qid=1586092489803)*) or any other specific security measures.* |
| Insert text |
| Not applicable. |

*]*

## 6. 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. |  |

|  |
| --- |
| **Financial support to third parties (if applicable and allowed for in the Call document)**  *If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project’s objectives.* |
| Insert text |

# ANNEXES

**LIST OF ANNEXES**

Standard

* Detailed budget table/Calculator
* CVs
* List of previous projects (table enclosed at the end of Part B)

**LIST OF PREVIOUS PROJECTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **List of previous projects**  *Please provide a list of your previous projects for the last 4 years.* | | | | | |
| Participant | Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount  (EUR) | Website (if any) |
| [name] |  |  |  |  |  |
| [name] |  |  |  |  |  |
|  |  |  |  |  |  |