

**Joint harmonised European Union Programme of Business and Consumer Surveys: Consumer, Construction, Industry, Retail trade and Services surveys in Ireland**

**Application Form**

**Administrative Forms (Part A)**

**Technical Description (Part B)**

Ref. 2024 ECFIN 002/A3

**Version 2.0**

**01 June 2022**

**IMPORTANT NOTICE**

**What is the Application Form?**

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

The Form consists of 2 parts:

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

**How to prepare and submit it?**

The Application Form must be signed by the applicant’s legal representative. In case of a consortium (co-beneficiaries) the Application Form shall be submitted by the co-ordinator.

 **Please do NOT fill in the boxes where it is mentioned ‘NOT APPLICABLE’**.

 **Please do NOT delete any instructions in the document.**

 **Please read carefully the Call for Proposals document and check if all required forms and information are submitted with your proposal.**

# ADMINISTRATIVE FORMS (PART A)

## IDENTIFICATION OF THE APPLICANT for the FRAMEWORK PARTNERSHIP AGREEMENT and SPECIFIC GRANT AGREEMENT

1. **Official name in full** :
2. **Official address in full:**

1. **Name(s) legal representative(s) for signing agreements. Please enclose copy of mandate(s).**
2. **Please enclose a duly completed and signed legal entity form for the applicant (and other entities, if applicable) - link:** [Forms for contracts - European Commission (europa.eu)](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en)
3. **Please enclose a duly completed and signed financial identification form for the applicant (bank account information only required for the co-ordinator in case of consortium) - link:** [Forms for contracts - European Commission (europa.eu)](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en)
4. **Please enclose a duly completed and signed Declaration of Honour for the applicant (and other entities, if applicable). Link:** [Funding opportunities - economic and financial affairs (europa.eu).](https://commission.europa.eu/funding-tenders/find-funding/find-calls-funding-topic/economy-finance-and-euro-funding/funding-opportunities-economic-and-financial-affairs_en)

## LIST OF ENTITIES INVOLVED

|  |  |
| --- | --- |
| **Legal Name** | **Type of link/Role** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Participants are defined as: Entities participating in the action as beneficiaries (BEN), coordinator (COO), affiliated entities (AE), subcontractors (SUBC). Full details can be found in the Model Grant Agreement.

## SUMMARY ESTIMATED BUDGET (in €) Period 1 (August 2024-April 2025) of the action

|  |
| --- |
| **SUMMARY OF THE BUDGET FOR CONSUMER SURVEYS** |
| **Action:** **Surveys in Ireland** | **TOTAL COSTS** | **OWN FUNDING** | **FUNDING BY OTHER SOURCES** | **REQUESTED EU FUNDING** | **RATE OF EU FUNDING REQUESTED**Maximum 50% |
| **Consumer** | **€** | **€** | **€** | **€** | **%** |
| **SUMMARY OF THE BUDGET FOR BUSINESS SURVEYS** |
| **Action:** **Surveys in Ireland** | **TOTAL COSTS** | **OWN FUNDING** | **FUNDING BY OTHER SOURCES** | **REQUESTED EU FUNDING** | **RATE OF EU FUNDING REQUESTED**Maximum 50% |
| **Construction**  | **€** | **€** | **€** | **€** | **%** |
| **Industry** | **€** | **€** | **€** | **€** | **%** |
| **Retail trade** | **€** | **€** | **€** | **€** | **%** |
| **Services** | **€** | **€** | **€** | **€** | **%** |
| **TOTAL BUSINESS S.** | **€** | **€** | **€** | **€** | **%** |

## OTHER FUNDING SOURCES

|  |
| --- |
| **Information concerning other sources of funding for this campaign**  |
| The project as a whole or any parts of it is (will be) receiving funding from other sources If YES, please provide details. | **YES/NO** |
| Insert text |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date + Signature Legal Representative of Organisation

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

***Note:*** *Please read carefully the conditions set out in the Call for Proposals document.* ***Pay particular attention to the award criteria; they explain how the application will be evaluated.***

|  |
| --- |
| **PROJECT** |
| **Project name:** | Joint Harmonised European Union Programme of Business and Consumer Surveys |
| **Project acronym:**  | BCS |
| **Coordinator contact:** | [name NAME], [organisation name] |

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## PROJECT SUMMARY

|  |
| --- |
| NOT APPLICABLE |

## 1. RELEVANCE

### 1.1 Background and general objectives

|  |
| --- |
| NOT APPLICABLE |

### 1.2 Needs analysis and specific objectives

|  |
| --- |
| NOT APPLICABLE |

###

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

|  |
| --- |
| NOT APPLICABLE |

## 2. QUALITY

### 2.1 Concept and methodology

|  |
| --- |
| **Concept and methodology***Please enclose a detailed description of the survey methodology/ies by filling in the dedicated forms: Form 7a (consumer survey) and/or Forms 7b (business surveys) as published on the Website).* *Please also add an outline of the (envisaged) questionnaire(s) in original language (Annex 1 of Part B).* |
| Documents to enclose |

### 2.2 Consortium set-up and management

|  |
| --- |
| **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. 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. How will participants 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. Use the same profiles as in the detailed budget table (Annex 2 of the Model Grant Agreement) and describe briefly their tasks. Provide CVs of all key actors with experiences and qualifications (Annex 2 of Part B). Please also provide the current organisational chart of your organisation (Annex 3 of Part B).*  |
| 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. and provide proof of relevant experience of the subcontractor(s) here.* |
| Insert text |

### 2.4 Operational capacity: structures, resources, previous projects

|  |
| --- |
| **Operational structures and resources***Please provide a detailed description of the operational structures and resources (infrastructure, technical equipment, tools, facilities, personnel, management) to successfully complete the action.* |
| Insert text |

|  |
| --- |
| **List of previous projects and activities***At least three years of proven experience in successfully carrying out economic tendency surveys are required.* *Please provide a list of previous projects and activities connected to the action, which were carried out and managed by your organisation.* |
| 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] |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Add as many rows as needed

### 2.5 Consortium management and decision-making

|  |
| --- |
| NOT APPLICABLE  |

### 2.6 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.**Provide a detailed description of the envisaged implementation of the action (workflow, contingency measures, measures to ensure quality and timely delivery of results, if applicable, co-ordination between co-applicants and with sub-contractors).* |
| Insert text  |

###

### 2.7 Cost effectiveness and financial management

|  |
| --- |
| **Cost effectiveness and financial management***Describe the measures adopted to ensure that the proposed results 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 (if applicable).*cid:image001.png@01D0B99B.7C10A740 *Summarize briefly why your budget is cost effective.*  |
| Insert text |

### 2.8 Risk management

|  |
| --- |
| NOT APPLICABLE  |

## 3. IMPACT

### 3.1 Impact and ambition

|  |
| --- |
| NOT APPLICABLE |

### 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 use of the survey results for analysis and research and foster critical review by experts. 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

|  |
| --- |
| NOT APPLICABLE |

*[OPTION 1 by default (all except FPAs):*

## 4. WORK PLAN, ACTIVITIES, RESOURCES AND TIMING

### 4.1 Work plan

|  |
| --- |
| NOT APPLICABLE |

|  |
| --- |
| **Estimated budget — Resources** |
| Please fill in the detailed budget using Form 4 – Financial Statement. |

#### Subcontracting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Work PlanSurvey | Subcontract Name(subcontracted action tasks) | Description (including task number and BEN/AE to which it is linked) | Estimated Costs(EUR) | Justification(why is subcontracting necessary?) | Best-Value-for-Money(how do you intend to ensure it?) |
| Consumer |  |  |  |  |  |
| Construction |  |  |  |  |  |
| Industry |  |  |  |  |  |
| Retail Trade |  |  |  |  |  |
| Services |  |  |  |  |  |

**4.****MULTI-ANNUAL ACTION PLAN**

|  |
| --- |
| NOT APPLICABLE |

## 5. OTHER

### 5.1 Ethics

|  |
| --- |
| Not applicable. |

### 5.2 Security

|  |
| --- |
| 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. EU Regional Funds, EU Agricultural Funds, 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. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details. |  |

# ANNEXES

**LIST OF ANNEXES -** to be completed/submitted by the applicants

APPLICATION FORM - PART A

1. Copy of mandate(s) of the legal representative(s)
2. Legal entity form - [Forms for contracts - European Commission (europa.eu)](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en)
3. Financial identification form - [Forms for contracts - European Commission (europa.eu)](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/forms-contracts_en)
4. Declaration of honour (Beneficiaries & affiliated entities) as published on the following website: [Funding opportunities - economic and financial affairs (europa.eu)](https://commission.europa.eu/funding-tenders/find-funding/find-calls-funding-topic/economy-finance-and-euro-funding/funding-opportunities-economic-and-financial-affairs_en)

APPLICATION FORM – PART B

1. Description of survey methodology for Consumer survey (in Excel format) - Form 7a as published on the following website: [Funding opportunities - economic and financial affairs (europa.eu)](https://commission.europa.eu/funding-tenders/find-funding/find-calls-funding-topic/economy-finance-and-euro-funding/funding-opportunities-economic-and-financial-affairs_en)
2. Description of survey methodology Business surveys (in Excel format) - Form 7b as published on the following website: [Funding opportunities - economic and financial affairs (europa.eu)](https://commission.europa.eu/funding-tenders/find-funding/find-calls-funding-topic/economy-finance-and-euro-funding/funding-opportunities-economic-and-financial-affairs_en)
3. Outline of questionnaire(s) (Annex 1 of Part B – free format)
4. CVs of key actors with experiences and qualification (Annex 2 of Part B – free format)
5. Current organisation chart (Annex 3 to Part B – free format)

See also the document named Checklist for all other compulsory annexes to be provided.