

GRANT APPLICATION FORM

MARE/2014/04

'Support measures for small-scale fishing' pilot project

(Multibeneficiary)

This application and the documents to be included in the application have to be sent the European Commission **no later than 30 September 2015 - by 16.00 in case of hand-delivery (Brussels time)**.

The paper versions of applications, which will legally constitute the application, must be submitted in a sealed envelope by registered mail, by courier service, or by hand-delivery to the address indicated below

<u>Post:</u>	<u>Hand delivery/Express mail:</u>
European Commission	European Commission
DG MARE	DG MARE
Directorate A	Directorate A
Unit A2	Unit A2
Ref. MARE/2014/04	Mail Service
B – 1049 Brussels	Ref. MARE/2014/04
	Avenue du Bourget 1
	B-1140 Brussels

The evidence of the date of dispatch shall be constituted as follows:

- for registered mail: the postmark;
- for courier service: the date of dispatch on the deposit slip;
- for hand delivery: a receipt signed and dated by the official in the Commission's central mail department who takes delivery (the department is open from 08.00 to 17.00 from Monday to Thursday, and from 8.00 to 16.00 on Fridays, it is closed on Saturdays, Sundays and Commission holidays).

Contact MARE-A2@ec.europa.eu

PROGRAMME CONCERNED

Commission decision C(2014) 6313 final of 12 September 2014 concerning the adoption of a financing decision for 2014 in the framework of the general budget of the European Commission for the financial year 2014 for a pilot project 'Marine protected areas: network(s) for enhancement of sustainable fisheries in the EU Mediterranean waters', a pilot project 'support measures for small-scale fishing' and a Preparatory Action 'Guardians of the Sea'.

REFERENCE NUMBER OF THE CALL FOR PROPOSALS

MARE/2014/04

SUMMARY OF THE APPLICATION

Title:

Identity of the coordinator:

Summary of the action:

Duration (in months):

Requested amount (in €):

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

http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/calls_for_proposals/index_en.htm

An application will be accepted only if it:

- 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.

Fax:
E-mail address:

1.2 Partner n. 1]¹

1.2.1 IDENTITY OF THE APPLICANT	
Official name in full:	
Acronym: (if applicable)	
Official legal form:	
Legal capacity: (Applicant's capacity — to constitute a party in court proceeding — under the applicable national legislation: reply by yes or no) (For entities with no legal status under national law please indicate the representative empowered to take part in court proceedings on their behalf)	
Company registration number: not applicable	
VAT number: (If the applicant is not subject to VAT, this must be justified in the light of the applicable national legislation)	

The legal details are attached in the Legal Entity Form in annex.

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

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 (AUTHORISED TO SIGN THE GRANT AGREEMENT)	
Family name:	First Name:
Position/Function:	
Mandate:	

¹ Repeat this part as often as is required to include all members of the consortium.

(May be different from the position — useful for entities with no legal status)	
Telephone:	Mobile:
Fax:	
E-mail address:	

2 BANK DETAILS

The account to be used for the action for which a grant is being requested must allow payments made by the Union to be identified.

The bank details are attached at annex in the Bank Account Form (BAF).

3 PROFILE OF THE APPLICANTS

3.1 Coordinator

PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES	
Year of foundation:	
Applicant's category: The applicant should specify under 'others' the profile of the organisation concerned:	
<input type="checkbox"/> Public Authority	<input type="checkbox"/> International Organisation
<input type="checkbox"/> Non-profit making organisation	<input type="checkbox"/> Educational Establishment
<input type="checkbox"/> Research Centre/Institute	
<input type="checkbox"/> Others:	

The applicant should provide a short description of the organisation/group, where appropriate including information on membership, with respect to the eligibility criteria indicated in the specific call.

3.2 Partner n.1²

1.3 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES	
Year of foundation:	
Applicant's category: The applicant should specify under 'others' the profile of the organisation concerned:	
<input type="checkbox"/> Public Authority	<input type="checkbox"/> International Organisation
<input type="checkbox"/> Non-profit making organisation	<input type="checkbox"/> Educational Establishment

² Repeat this part as often as is required to include the number of members of the consortium.

Research Centre/Institute

Others:

The applicant should provide a short description of the organisation/group, where appropriate including information on membership, with respect to the eligibility criteria indicated in the specific call.

4 INFORMATION ON THE GOVERNANCE OF THE APPLICANTS

NOT APPLICABLE

4.1 Coordinator – Partner n.

4.1.1 APPLICANT'S STRUCTURE

List the organisations and/or natural persons holding capital or shares in the applicant, where appropriate specifying the proportion held (insert rows if necessary)

Organisation/Natural person	Proportion held

4.1.2 APPLICANT'S COMPOSITION

List the members of the applicant's administrative board or equivalent body, specifying their profession and position (insert rows if necessary)

Member	Profession/Position

4.1.3 SHARES

List the shares held in other organisations — if any — (insert rows if necessary)

Organisation	Share held

II. OPERATIONAL AND FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY

1.1 Coordinator

1.1 APPLICANT'S OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION

The applicant should provide a description of its relevant competences and previous experience as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.

1.2 Partner n. 1³

1.2 APPLICANT'S OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION

The applicant should provide a description of its relevant competences and previous experience and those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of capacity to implement the action effectively.

2 FINANCIAL CAPACITY

NOT APPLICABLE FOR PUBLIC AUTHORITIES/ENTITIES OR INTERNATIONAL ORGANISATIONS

LEGAL NOTICE⁴

Where the application concerns grants for an action for which the amount exceeds EUR 500 000, an audit report produced by an approved external auditor must be submitted. This report should certify the accounts for the last financial year available.

This does not apply to natural persons in receipt of scholarships nor to public bodies or international organisations.

2.1. PROOF OF FINANCIAL CAPACITY

Applicants should provide the following document[s] as evidence of their financial capacity:

- Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.
- Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.

³ Repeat this part for each member of the consortium.

⁴ The thresholds are applicable to each beneficiary and depend on the risk assessment made by the AO. The obligation may be waived pursuant to Article 173.4 of IR.

2.1.1 Coordinator

2.1.1 FINANCIAL CAPACITY OF THE APPLICANT

The applicant must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned and to participate in its funding. The indicators refer to the last two financial years for which accounts have been closed.

	Year N	[Year N-1]
Turnover or equivalent		
Gross operating profit		
Total liabilities		
Equity or equivalent		
Current asset		
Short-term debt (< 1 year)		
Total payroll		

2.1.2 Partner n. 1⁵

FINANCIAL CAPACITY OF THE APPLICANT

The applicant must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned and to participate in its funding. The indicators refer to the last two financial years for which accounts have been closed.

	Year N	[Year N-1]
Turnover or equivalent		
Gross operating profit		
Total liabilities		
Equity or equivalent		
Current asset		
Short-term debt (< 1 year)		
Total payroll		

⁵ Repeat this part for each member of the consortium.

III. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

1 DESCRIPTION OF THE ACTION
Title:
Reference:
a) Describe the general and specific objectives that the action aims to achieve: Applicants should explain how the general and specific objectives of the action will contribute to the objectives of the Union grant programme concerned. Where possible, specify related indicators to assess the project's achievements and expected impacts.
b) Describe the action on the basis of the main activities planned and where it will be implemented
c) Methodology to be followed: Applicants should explain the methodology, both theoretical and practical, that will be followed in order to meet the general and specific objectives of the action described above. Applicants should also explain how they intend to distribute the tasks among themselves.
d) Expected results and their use: Applicants should specify the benchmarks or deliverables which they intend to employ to achieve the expected results and targets and how they will be used and disseminated.
e) Project management and implementation contracts: Applicants should provide a detailed description of the organisation of the action and of the implementation phase, specifying arrangements for monitoring, supervision and risk management. They should also explain which part of the action might be subcontracted (list of main activities, or works to be carried out) ⁶ .

⁶ The value of subcontracts should be clearly indicated here and in the Budget under the "other implementation contracts" heading.

f) Arrangements for monitoring/supervision of the operation and any risks involved in its implementation:

Applicants should explain how the action will be supervised. They should refer to risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated.

g) Sustainability of the project's achievements:

Applicants should explain how sustainability will be secured once the action has been completed. This can include considerations about different dimensions of sustainability: financial, economic, institutional (structures which would allow the results of the action to continue), environmental, policy, etc. (where applicable, depending on the provisions of the basic act).

2 PLANNED DURATION OF THE ACTION (in months):**Planned starting date:****2.(a) TIMETABLE FOR EACH STAGE OF THE ACTION SHOWING MAIN DATES AND EXPECTED RESULTS FOR EACH STAGE** (table to be repeated as many times as necessary, alternatively to this table, annex 1 may be used)

Activity	Semester 1						Semester 2					
	Month 1	2	3	4	5	6	7	8	9	10	11	12
Preparation Activity 1 (title)												
Implementation Activity 1 (title)												
Preparation Activity 2 (title)												
Etc.												

LEGAL NOTICE

Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by the Commission where applicants demonstrate the need to start the action before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged.

3 BUDGET**3.1 Estimated Budget**

Applications must include a detailed estimated budget in balance, in which all costs are given in euros. Applicants who foresee that costs will not be incurred in euros, shall use the exchange rate published on the Inforeuro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

Summary (in €)

- a) Eligible costs:
- b) Total costs:
- c) Requested Union Funding:
- d) Rate of funding requested:

IV. ADDITIONAL FUNDING

1 UNION FUNDING

1.1 IN PREVIOUS YEARS

Have any of the applicants already obtained any Union grants, contracts or loans from a Union Institution or body/agency of the Union, directly or indirectly, for similar/complementary action(s) during the last 2 years?

NO

YES — Continue to the following table

GRANT, CONTRACT OR LOAN DETAILS — To be specified for each of them
(previous years — add columns if necessary)

	Programme 1	Programme 2
Title of the operation		
Union Programme concerned		
Union Institution or Body/Agency which took the award decision		
Year of award and duration of the operation		
Value of the grant, contract or loan		
Name of the applicant who has obtained the grant, contract or loan.		

1.2 CURRENT YEAR

Have any of the applicants submitted grant/loan applications for similar/complementary action(s) or offers of service or an operating grant to the Union Institutions/bodies/agencies in the current year?

NO

YES — Continue to the following table

GRANT, CONTRACT OR LOAN DETAILS — To be specified for each of them
(current year — add columns if necessary)

	Programme 1	Programme 2
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Title of the operation		
Union Programme concerned		
Union Institution or Body/Agency which will take the award decision		
Planned duration of the operation		
Estimated value of the grant, contract or loan		
Name of the applicant who has applied for grant/contract/loan.		

LEGAL NOTICE

Applicants must inform the Commission to which this application is submitted if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or bodies/agencies has been approved by them after the submission of this grant application.

2 OTHER SOURCES OF EXTERNAL FUNDING — NON UNION

2.1 SUPPORT AWARDED

Have any of the applicants already received confirmation relating to any external funding for the action?

NO

YES — Continue to the following table

The applicant must submit a letter confirming the financial contribution awarded or any other proof thereof, signed by each third party.

CONTRIBUTIONS BY THIRD PARTIES

The applicant should indicate the details of the third party following the model below — Third parties must be the same as those listed in the budget (add rows if necessary)

Third Party 1	
Official name in full	
Official legal form	
Official address	
E-mail address	
Person responsible who has signed the commitment letter (name/first name, title or position)	
Estimated amount of funding to be provided for the operation	
Pre-allocation of funding (if any)	
Conditions or reservations (if any)	
Applicant who has received the contribution	

2.2 REQUESTED SUPPORT

Have any of the applicants requested, applied or are awaiting confirmation relating to external funding for the action?

NO

YES — Continue to the following table

DETAILS OF FUNDS REQUESTED — The applicant should indicate the details of the sponsors following the model below (add rows if necessary)

Organisation/Entity Concerned 1	
Name of the organisation	
Official address	
E-mail address	
Requested amount	
Applicant who has requested the funding	

V. DECLARATION BY THE APPLICANT

The undersigned [*insert name of the signatory of this form*]:

representing the following legal person:

full official name:

official legal form:

full official address:

VAT registration number:

authorised to represent the consortium, hereby requests from the Commission a grant of EUR with a view to implementing the action on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that none of the applicants has received any other Union funding to carry out the action that is the subject of this grant application.

I certify that the applicants are not in one of the situations which would exclude them from receiving Union grants and accordingly

- declare that none of the applicants:
 - a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
 - c) has been guilty of grave professional misconduct proven by any means which the Commission/Agency can justify including by decisions of the European Investment Bank and international organisations;
 - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the authorising officer responsible and those of the country where the action is to be implemented;
 - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
 - f) is subject to an administrative penalty for being guilty of misrepresenting the information required as a condition of participation in a procurement procedure or another grant award procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or agreements covered by the Union's budget.
- *Only for legal persons other than Member States and local authorities:* declare that the natural persons with power of representation, decision-making or control over one of the applicants that are legal entities are not in the situations referred to in b) and e) above;
- declare that the applicants:

- g) have no conflict of interests in connection with the grant; a conflict of interests could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the Commission, without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests;
- i) have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to the award of the grant;
- j) provided accurate, sincere and complete information within the context of this grant award procedure.

I declare that the applicants are fully eligible in accordance with the criteria set out in the specific call for proposals.

I certify that the applicants have the financial and operational capacity to carry out the proposed action.

I acknowledge that according to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

If selected to be awarded a grant, the applicants accept the general conditions as laid down in the grant agreement.

Last name, first name:

Title or position in the consortium:

Signature (and official stamp) of the applicant:

Date:

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the European Commission/EASME. Details concerning the processing of your personal data are available on the privacy statement at the page: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see

the Privacy Statement on

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on
http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

ANNEX 1

DURATION AND SUMMARY TIMETABLE FOR CARRYING OUT THE PROJECT

The period during which an action is carried out determines the period of eligibility of the corresponding costs.

Applicants are here requested to indicate and justify:

- the planned dates for starting and completing the action, or the dates of their budgetary year;
- the timetable for carrying out each stage of the project showing the main key dates and the objectives/expected results for each stage.

LEGAL NOTICE

Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by the Commission where applicants demonstrate the need to start the action before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged.

ANNEX 2

INVOLVEMENT OF THIRD PARTIES IN THE PROJECT

Contracts for implementing the project

Reasons must be given for contracting out implementation work.

➤ Contracts must be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, care being taken to avoid any conflict of interest. Any special rules in this connection contained in any other document governing the grants concerned must be complied with.

The information below must be given for each contract covering a heading or sub-heading of the costs of the action concerned:

(add further sheets if necessary)

- Tasks involved:
- Reasons for contracting out implementation work:
- Selection procedure:
- Contractor's official name (if known):
- Percentage of total costs to be outsourced:

ANNEX 3**CHECK-LIST FOR APPLICANTS**

Before sending in the application form, please check the following:

All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicant or any other document provided as guidance related to the programme concerned.	<input type="checkbox"/>
The budget annex has been duly filled in and is attached.	<input type="checkbox"/>
Letters of commitment by co-financiers have been included with the application form.	<input type="checkbox"/>
Legal details have been included in the Legal Entity Form annexed.	<input type="checkbox"/>
Bank details have been included in the Bank Account Form.	<input type="checkbox"/>
Balance sheets or extracts from balance sheets for the last year for which accounts have been closed have been included with the application form. (if applicable)	<input type="checkbox"/>
Profit and loss account for the last financial year for which the accounts have been closed has been included with the application form. (if applicable)	<input type="checkbox"/>
The eligibility criteria for the applicant and for the project as laid down in the Call for Proposals have been met.	<input type="checkbox"/>
The grant requested complies with the ceilings laid down in the Call for Proposals in relation to the total estimated cost of the project and the eligible costs proposed.	<input type="checkbox"/>
The application has been made within the deadline for submitting proposals as laid down in the Call for Proposals and has been dated and signed by the Lead Partner.	<input type="checkbox"/>