



Application guide

Call for proposals for Framework Partnership Agreement for Non-Governmental Organisations, 2016-2017

To conclude operating grants for Non-Governmental Organisations (NGOs) primarily active in the field of environment and/or climate action

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Call identifier: LIFE-NGO-FPA-EASME-2015

This guide includes
guidance on how to prepare applications

TABLE OF CONTENTS

1.	USEFUL ADDRESSES	3
2.	OBJECTIVES OF THIS CALL.....	4
3.	SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM	6
4.	KEY REFERENCES AND WHERE TO FIND THEM.....	16
5.	CHECKLIST AND LIST OF SUPPORTING DOCUMENTS	17

1. Useful addresses

Framework Partnership Agreements (FPAs) for non-governmental organisations (NGOs) are managed by Unit B.3, LIFE and CIP Eco-Innovation, in the Executive Agency for Small- and Medium-sized Enterprises (EASME) of the European Commission.

Before approaching us for any questions you may have, please read thoroughly the Call and all other application documents.

- E-mail address: EASME-LIFE-NGO@ec.europa.eu
- INTERNET: http://ec.europa.eu/environment/ngos/index_en.htm

For details on where to submit proposals, please see the Call for proposals.

2. OBJECTIVES OF THIS CALL

The objective of this call for proposals is to identify the framework partners (EU level environmental and/or climate NGOs)¹ on the basis of their biannual strategic plan to which EASME may at a later stage award specific operating grants. These specific operating grants would co-finance their annual operational and administrative costs in relation to their activities provided for in their annual work programme, and they would include contribution to the development, shaping and/or implementation of EU environmental and/or climate policy and legislation in the EU. The expected result is to strengthen civil society participation in the policy dialogue process. Furthermore, the objective is to promote better environmental and climate governance by broadening stakeholder involvement, including NGOs, in policy consultation and implementation (Article 12(d) of the LIFE Regulation - specific objective for the priority area Environmental Governance and Information) and Article 16(d) of the LIFE Regulation - specific objective for the priority area Climate Governance and Information.

Biannual framework partnership agreements will ensure striking a balance between the need for more certainty and stability of the beneficiaries, and the operating grants are intended to provide financial support for the existence and functioning of an organisation over a period equivalent to its financial year. Unlike action grants, they are not aimed at funding specific projects but exclusively at supporting the operational and administrative costs of NGOs. They cover the normal operating expenses which enable the organisation to have an independent existence and implement its work programme. In view of the nature of the grant, the organisation's entire budget is involved, unless the organisation has developed areas of activity that are not connected with the activities contributing to the implementation of the specific objective as outlined above.

Activities outlined in the biannual strategic plans and which take place outside of the EU borders are only eligible for funding if they provide direct added value in one or more of the EU Member States for the implementation, updating or development of EU environmental and/or climate legislation.

The priorities for this call for proposals are the following:

- To protect, conserve and enhance the Union's natural capital;
- To turn the Union into a resource-efficient, green and competitive low-carbon and climate resilient economy;
- To safeguard the Union's citizens from environment- and/or climate-related pressures and risks to health and wellbeing;
- To increase the Union's effectiveness in addressing international climate related challenges.

These thematic objectives are described in detail in the Environment Action Programme (EAP) for the EU entitled "Living well, within the limits of our planet"², the European

¹ [The generic acronym "NGO" is used in this document to refer to the target group of this call, namely non-governmental organisations \(NGOs\), and networks of NGOs.](#)

² <http://ec.europa.eu/environment/newprg/index.htm>

Commission Roadmap "Moving to a competitive low carbon economy in 2050"³ and "An EU Strategy on adaptation to climate change."

More details can be found here:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013D1386&from=EN>

The EU contribution aims at facilitating the implementation of a work programme of the applicant NGO, which could not otherwise be implemented without the support of the European Union. The financial contribution is based on the co-financing principle. It is only a supplementary financial contribution, additional to local, regional, national and/or private contributions obtained for implementing the work programme of the NGO.

Available budget

The available budget for this call for proposals is EUR 18,000,000.00 (i.e. EUR 9,000,000.00 for year 2016 and EUR 9,000,000.00 for year 2017).

The EASME reserves itself the right to abandon this call for proposals or to modify its amount, without the applicants being entitled to claim any compensation. All the applicants will be notified of the related decision.

³ COM(2011) 112 final, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52011DC0112:EN:NOT>

3. SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM

The administrative, technical and financial part of the application file consists of 2 sections, section A and T available for download as one Word file and section F, available as two Excel files. Link to the mentioned files:

<http://ec.europa.eu/environment/life/funding/ngos/index.htm>

Section A

- Form A1

Identify the applicant organisation and summarise the global costs presented and the amount of funding requested (maximum 60% of eligible costs). The maximum amount that may be requested and awarded is EUR 700,000.00. For organisations that have been awarded an operating grant under the previous LIFE programme in 2015, the maximum amount that may be requested and awarded per year is limited to the same amount as the one originally requested for 2015.

- Form A2

Please note that the EASME may request further evidence for the correctness of the statements made in this form at any time.

- Form A3

Applicant Legal Name: The legal name is the name under which the applicant is registered in the official trade registers (if applicable).

Legal Status: Please indicate the appropriate choice (normally “private”). Note the eligibility requirements outlined in the call for proposals.

Value Added Tax (VAT) number: If applicable, provide the organisation's VAT number in the VAT register.

Legal Registration Number: if applicable, please provide the organisation's legal national registration number or code in the legal trade register, e.g. the Chambers of Commerce register or the business register.

Country Code: Use the relevant postal country code.

Title: Title commonly used in correspondence with the legal representative/person in charge of proposal co-ordination. Example: Mr, Mrs, Dr., Prof.

Function: Provide the function of the legal representative/person in charge of proposal co-ordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

Department / Service Name: Name of the department and/or service in the organisation, co-ordinating the proposal and for which the person in charge is working. The address details given in the fields which follow must be for the department / service and not the legal address of the organisation.

- Form A4

List all official member organisations of the beneficiary, European as well as non-European. If the applicant does not have a structure of formal member organisations, please list offices, network members etc.

- Form A5

Describe the applicant organisation's structure, its legal status, activities and expertise. The description should help the EASME to check whether it has the experience and expertise necessary to ensure a successful implementation of the bi-annual strategic plan. Please also enclose details for the member organisations that will be actively involved in the operational implementation of the bi-annual strategic plan.

Provide the key elements that prove that the organisation can be recognised as an independent, non-profit-making and primarily environmental and/or climate organisation as well as the elements necessary to assess whether it can qualify as an organisation with activities and structure covering at least three EU Member States (eligibility criteria 1, 2 and 3 of the call for proposals).

- Form A6

If you never received funding before, please indicate "NO".

Section T

Please note that the whole T section should not exceed a maximum of 50 pages.

This is the main form that will inform us of your bi-annual strategic plan and outlined activities during the 2 years. When filling it in, you should bear in mind the evaluation elements listed under each award criterion in the call for proposals.

Please use only T to describe your bi-annual strategic plan. Annexes with additional information should not be added as they will not be evaluated.

Form T1

Summarise the bi-annual strategic plan, its objectives and expected results. The strategic plan is the core element of your proposal. Please follow the instructions in the application forms.

Form T2.1

Give a description of the outlined activities foreseen in your bi-annual strategic plan, using the model in this form (context, objectives, strategy/outline activities, channels/means, and anticipated results).

Context and specific European policies addressed:

Please do not only list policies but link them to your strategy. It should become clear, how you plan to contribute to the policies mentioned and it should not merely be a list.

- 1) Objectives (please distinguish between overall environmental and/or climate objectives)
- 2) Strategy to influence the identified policies / outline of accompanying actions:

Substantiate your strategy by outlining accompanying actions. If you know already milestones, events, policy contributions, which you foresee to realise in 2016 and 2017, you should mention them here.

Concerning input to documents/reports or dissemination: please provide an outline also on how you want to ensure that your target groups are being reached to make an impact. Do not forget to clarify these target groups. In order to be able to report on impacts, consider to foresee a possibility to check whether you reached them.

- 3) Channels and means used:

Please include here a description of existing or targeted channels (this could include the structures described in T1) as well as capacities, expertise and skills, infrastructure, tools etc. that you will mobilise / use to perform the work.

To the extent possible, indicate the type of staff or other organisations (if any) foreseen to be involved in order for EASME to assess the appropriateness of the professional experience. If applicable, this should also include a description of technical sub-contractors (i.e. sub-contractors that would increase the technical skills and capacity of the organisation).

- 4) Expected results (immediate results/deliverables as well as medium term results/impacts, including qualitative and quantitative indicators):

If possible at this stage, results should be structured as 1) verifiable immediate results/deliverables that will be produced during the 2 years covered by the bi-annual strategy and 2) medium term results/impacts expected to be achieved in a longer perspective. If you cannot yet quantify indicators, at least outline how you plan to measure them.

Examples are: Contributions in expert groups, replies to stakeholder consultations on topics x&y, position papers launched, infringement procedures on xy started or advanced by the Commission on the basis of NGO information.

Form T2.2

This form relates to the expected development perspectives of your organisation should you receive the NGO operating grant. It should contain a long-term view on economic

sustainability, especially in relation to decreasing any dependence of the NGO operating grant.

The description of your fundraising strategy should form a core element. Furthermore you should describe how the grant is expected to improve your organisation compared to the present situation in various aspects, e.g.:

- Organisational structure and staffing
- Strategic approach
- Financial management
- Evaluation and reporting
- Internal communication
- Technical competence
- Network enlargement/new members
- Visibility
- Network capacity building through training and awareness raising relating to EU policy
- Partnerships/relations with other stakeholders
- Measures to ensure continuity of the organisation, e.g. fundraising
- Better policy impact
- Higher involvement in policy development
- Other

Start with an identification of the needs, explain how the proposed strategy will address the identified weaknesses/areas and describe the expected results.

Section F

Form F – Financial Viability Form

Grant amount (€): represents the amount requested from the EU in this application.

External Co-funding (€) represents the sum up of all external financial sources, i.e. membership fees, co-financing from member organisations, other sources of co-financing, other revenues.

Co-financing of the applicant (€) represents the amount of the beneficiary own contribution.

t-0 represents the last certified historical balance sheet and profit and loss account.

t-1 is the balance sheet prior to the last certified one.

Closing date t0 is the closing date of the last certified historical balance sheet.

Closing date t-1 is the closing date of the balance sheet prior to the last one.

Duration t0 is the number of months covered by the last historical balance sheet.

Duration t-1 is the number of months covered by the penultimate certified historical balance sheet.

BALANCE SHEET	CORRESPONDANCE 4th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets	C. Fixed Assets	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III.6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets	D. Current assets	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
3.2.1. Debtors due after one year	D.II. Debtors, due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	

LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors	C. Creditors	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short term non-bank debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities	Total liabilities	

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit	Gross operating profit.	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit	Gross operating profit - Depreciation and value adjustments on non-financial assets	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities	Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year	Profit or loss for the financial year	21. Profit or loss for the financial year

Calculation of the Estimated Budget:

The estimated budget and related EU co-funding for the work programmes covering the years 2016 and 2017 **is used to determine the number of applicants that can be awarded a Framework Partnership Agreement. The detailed breakdown is not required to evaluate proposals submitted in this call.** The information in this chapter shall only help applicants to anticipate eligible costs and to estimate correctly their total budget.

A more detailed budget will only need to be submitted at the time of the call for the specific grant covering the yearly work programme.

The estimated operating budget contains the following costs categories, for which the costs should fulfil the eligibility criteria referred to in the call for proposals:

a) Personnel

Staff assigned to the implementation of the work programme is understood to mean permanent or temporary staff employed by the beneficiary. The cost of staff, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, is eligible.

The salary costs should not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted rates in the market for the same kind of service.

To be eligible, costs have to comply with the *requirements of applicable tax and social legislation*. Minimum rules for contracts of paid employees are set out in EU legislation – see Council Directive 91/533/EEC of 14 October 1991 on an employer's obligation to inform employees of the conditions applicable to the contract or employment relationship⁴ – and transposed into national law, which may however be stricter.

Employment contracts must comply with the above-mentioned rules as transposed into the national law. The place of work should be indicated in the agreement between both parties, but could be other than the actual premises of the organisation, provided that such arrangements are also accepted by national legislation.

When submitting the request for a final payment, the beneficiary might be requested to provide pay slips and timesheets justifying the actual staff costs declared.

For personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the beneficiary organisation to cover these costs, and the assignment of the staff in question must be genuine, necessary and reasonable in relation to the activity being subsidised and to the duration of the work programme.

The cost of eventual work to be performed by external experts by means of subcontracting should not be included in staff costs but under external assistance / subcontracting.

a) Travel and subsistence

The travel and subsistence costs related to the participation in the events foreseen in the implementation of the work programme are eligible, provided that they are in line with the beneficiary's usual practices on travel costs.

⁴ [Official Journal L 288 , 18/10/1991 p. 0032 - 0035](#)

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs.

Rates to the per diems that cover accommodation, meals, local travel within the place of mission and sundry expenses must not exceed the scales set out by the Commission in the following document:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

b) Rental, equipment and depreciation

Only rent and equipment directly linked with the implementation of the work programme can be charged as eligible costs.

Depreciation for purchase of equipment: the purchase costs of equipment (new or second-hand) is eligible provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind.

Only the portion of the equipment's depreciation corresponding to the period of eligibility for EU funding covered by the grant agreement may be taken into account by the EASME, except where the nature and/or the context of its use justifies different treatment by the EASME.

Rent and charges of equipment and/or premises/offices are eligible for the duration and (for offices) the surface explicitly dedicated to the implementation of the work programme.

c) External assistance / sub-contracting

These are all the other contracts (except for those for the purchase of equipment or rent) that may be concluded for the purposes of carrying out the work programme. They include services undertaken by an external party in connection with the implementation of the work programme.

Beneficiaries should have the operational capacity to complete the work programme. However, when justified and necessary, parts of the programme may be subcontracted to another person or organisation. In this case, the beneficiary shall ensure that some of the terms applicable to itself under the agreement are also applicable to the subcontractors⁵.

The total expenditure related to sub-contracting may not exceed 30 % of the total eligible costs. Higher percentages may be considered only in exceptional and well justified cases.

It must be clearly specified in the work programme which tasks are intended to be subcontracted and why this subcontracting is necessary.

Contracts as referred to above may be awarded only in the following cases:

- a) They may only cover the execution of a limited part of the work programme;
- b) Recourse to the award of contracts must be justified having regard to the nature of the tasks covered by the work programme and what is necessary for its implementation;
- c) The tasks to be subcontracted and the corresponding estimated costs must be set out in detail in the work programme and in the budget estimate;
- d) Any recourse to the award of contracts not explicitly foreseen in the agreed work programme and in the provisional budget shall be subject to prior written authorization by the EASME. This obligation does not apply when the budgetary change remains within the limit of 20% (see also point 7.5) and provided the 30% ceiling for sub-contracting is

⁵ [The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits.](#)

respected.

- e) The beneficiary shall retain sole responsibility for the implementation of the work programme and for compliance with the provisions of the agreement. The beneficiary must undertake the necessary arrangements to ensure that the winner of the contract waives all rights in respect of the EASME under the agreement;
- f) The beneficiary NGO must undertake to ensure that the terms applicable to it under the agreement are also applicable to the winner of the contract.

e) Other direct costs

This category may include costs arising from requirements imposed by the agreement such as: audit costs, financial guarantee or other direct costs (dissemination, publications, etc.) that cannot due to their nature be reported under any of the other categories. Furthermore it may include all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the beneficiary's various activities of the work programme and the running costs of the organisation, such as communication costs (telephone, fax, internet & e-mail, postage), insurance, maintenance of office equipment, consumable and supplies, bank charges, etc...

Income of the estimated budget

Total income must be in balance with total expenditure. The income side of the budget must show:

- The direct monetary (cash) contribution from the beneficiary's own resources and/or the contribution from any other fund providers, including members of the organisation or network. This means an effective income, a financial flow that can be traced in the written accounts of the beneficiary.
- Any income expected to be generated by the implementation of the work programme should be detailed (e.g. the yield from sales of publications or the fees charged to participants attending a conference, membership contributions, financial interest, etc.)
- The grant sought from the EASME.

4. KEY REFERENCES AND WHERE TO FIND THEM

→ **IF YOU WANT MORE INFORMATION ABOUT EU FUNDING IN THE FIELD OF ENVIRONMENT/CLIMATE CHECK THE FOLLOWING WEBSITES:**

http://ec.europa.eu/environment/funding/intro_en.htm

http://ec.europa.eu/clima/funding/index_en.htm

→ **IF YOU WANT MORE INFORMATION ABOUT COMMON CHARACTERISTICS OF A NON-GOVERNMENTAL ORGANISATION:**

http://ec.europa.eu/transparency/civil_society/ngo/index_en.htm

→ **GENERAL INFORMATION ABOUT NGO OPERATING GRANTS**

http://ec.europa.eu/environment/ngos/index_en.htm

→ **IF YOU ARE UNABLE TO ACCESS THESE DOCUMENTS THROUGH THE WEB OR FOR QUESTIONS RELATED TO THE NGO CALL PLEASE CONTACT THE EASME:**

EASME-LIFE-NGO@ec.europa.eu

5. CHECKLIST AND LIST OF SUPPORTING DOCUMENTS

In General:

- You must use the standard forms.
- Forms cannot be handwritten.
- Form A2 must be duly stamped and signed by the applicant.

List of documents to provide

- The two parts of the application form (administrative, technical and financial forms A, T and F) completed with all the information requested.
- One clearly identified original full application (A, T & F forms + annexes), one printed copy of Form A, T & F and one CD-ROM or USB stick with the full application.
- Legal entity form (available on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm).

Plus:

Registration document: Register(s) of Companies, Official Gazette, VAT Registration, Etc.

For public bodies: Law or decree (or other official legal act) proving the establishment of the entity

- Statute of the NGO
- VAT Registration Document
- At least one of the organisations' most recent activity reports
- Curriculum vitae or description of the profile of the persons primarily responsible (employed or sub-contracted) for managing and implementing the activities
- A list of the members of the executive board or administration (names, title or function within the applicant organisation).
- Declaration on the honour certifying that the applicant is not in one of the situations referred to in Article 106(1) and 107 to 109 of the Financial Regulation (Exclusion criteria)
- Evidence of the financial capacity (see call, section 8.1)

The application should contain all the details necessary to carry out the evaluation without needing to refer to other documents.
