|  |  |
| --- | --- |
|  | EUROPEAN COMMISSIONDIRECTORATE GENERALECONOMIC AND FINANCIAL AFFAIRSFiscal policy and policy mix**Euro Protection and euro cash** |
| **H****PERICLES 2020 PROGRAMME** |

|  |
| --- |
| **2020 CALL FOR PROPOSALS****REF. 2020 ECFIN 003/C5****Addressed to the Member States’****competent national authorities[[1]](#footnote-1)** |

|  |  |
| --- | --- |
| **Deadline 1****Deadline 2** |  **Monday, 20 April 2020** **Monday, 21 September 2020** |

|  |
| --- |
| **STANDARD GRANT APPLICATION FORM** |

**PROPOSAL F1TRATI-FAUD TRAINING**

|  |  |
| --- | --- |
| **Applicant Organisation** |  |
| **EU Member State of the Applicant Organisation** |  |
| **Title of the action**  |  |
| **Location where the action takes place** |  |
| **Requested grant amount (in EURO)**  |  |
| **Total cost of the action (in EURO)** |  |

**Important**: The standard forms referred to in the present Call for Proposals, as well as the Pericles 2020 financial guidelines for applicants and the model grant agreement can be consulted and/or downloaded from the following link <https://ec.europa.eu/info/economic-and-financial-affair-funding-and-grants_en>

on the Directorate-General Economic and Financial Affairs’ dedicated website for calls for proposals. Then please select the relevant call under reference 2020 ECFIN 003/C5

# INFORMATION ON THE APPLICANT

|  |
| --- |
| **1 REFERENCES OF THE APPLICANT** |
| **1.1 IDENTITY OF THE APPLICANT** |
| Official name in full: |
| Acronym (if applicable): |
| Public body: please indicate yes or no: |
| VAT number (if applicable):  |
| Declaration concerning VAT eligibility:Is the type of action for which you request financing under the Pericles 2020 programme related to the activities engaged in by bodies governed by public law acting as a public authority of your Member State[[2]](#footnote-2):Please write yes or no:If you reply no: Please provide the relevant reference to your national legislation. |
| Registration documents provided in previous Commission procedures:Please write yes or no: |

See section VII ‘Checklist for the applicants’ of current application form for further details on the Legal Entity Form.

|  |
| --- |
| **1.2 CONTACT DETAILS** |
| Street address: |
| Postcode: |
| City: |
| Country: |
| Telephone: Mobile:  |
| Email address: |
| Website:  |

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

|  |
| --- |
| **1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL**  |
| Family name: First name: |
| Position/Function: |
| Telephone: Mobile: |
| Email address: |
| **1.4 LEGAL REPRESENTATIVE** **(PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name: First name: |
| Position/Function/Mandate: |
| Telephone: Mobile: |
| Email address: |
| **1.5 IDENTITY OF THE AFFILIATED ENTITIES**To be treated as thesole beneficiary, this box must be filled in by all affiliated entities, including in the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity. |
| **1.5.1 AFFILIATED ENTITY (No 1 — to be repeated for each affiliated entity)** |
| Official name in full: |
| Acronym (if applicable):  |
| Official legal form:(Not applicable if the applicant is a natural person) |
| Place of establishment or registration:(Address and country)  |
| Entity registration number:(Not applicable if the applicant is a public body)  |
| VAT number (if applicable):  |
| Legal or capital/financial link with the applicant, if applicable:The affiliated entity should provide a short description of the legal or capital link with the applicant and provide the statutory documents and/or consolidated accounts. |

|  |
| --- |
| **2 BANK DETAILS** |
| Bank account number: |

See section VII ‘Check-list for applicants’ of current application form for further details on the Financial Identification Form.

# EXCLUSION CRITERIA

|  |
| --- |
| **VERIFICATION OF EXCLUSION CRITERIA**  |
| Applicants and their affiliated entity(ies) must declare on their honour that they are not in one of the situations of exclusion as listed in section 7 of the call for proposals. A separate standard **declaration on honour**, which can be downloaded from the following website:<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm> must be submitted together with the current application form. |

# OPERATIONAL AND FINANCIAL CAPACITY

|  |
| --- |
| **VERIFICATION OF OPERATIONAL CAPACITY**  |
| Applicants must describe their operational resources (technical, management) and the professional skills and qualifications needed to successfully implement the action.**Declaration on honour:**By signing the declaration on honour under section II (covering both aspects exclusion criteria and capacity) the applicants declare on their honour to have the operational capacity to carry out the action. |
| **Please describe below the operational resources (technical, management) and the professional skills available in your organisation to successfully implement the action:** |
|  |
| **VERIFICATION OF FINANCIAL CAPACITY**  |
| * **For public bodies: the verification of the financial capacity does not apply.**
* For other applicants: **Declaration on honour:**
* Low value grant applications (≤ EUR 60 000): by signing the declaration on honour under section II (covering both aspects exclusion criteria and capacity), applicants declare on their honour to have the financial capacity to carry out the action.
* Applications > EUR 60 000: by signing the declaration on honour under section II (covering both aspects exclusion criteria and capacity), applicants declare on their honour to have the financial capacity to carry out the action.

**Supporting document:** In addition,a simplified presentation of the balance sheet and profit & loss account for the last 2 years for which accounts have been closed, must be provided. The standard form can be downloaded from the following website:<https://ec.europa.eu/info/funding-tenders/funding-opportunities/find-calls-funding-topic/funding-opportunities-economic-and-financial-affairs_en> |

# INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

|  |
| --- |
| **1 DESCRIPTION OF THE ACTION**  |
| **a) Detailed description** |
| **b) Brief description of the specific objectives** |
| **c) Expected results of the activity for which the grant is requested** |
| **d) Date(s), length and place of the action*** Please indicate the date(s) of the action;
* Please indicate the total number of implementation days of the action[[3]](#footnote-3);
* Please indicate where the action is to take place.
 |
| **e) Summary timetable for implementation and draft programme*** Please enclose a timetable for implementing the action which refers to every step necessary to carry it out, from the preparatory phase to the evaluation;
* Please enclose a detailed draft programme/agenda of the action, including the subjects covered, the prospective speakers and an indication of the time allocated to the sessions.
 |
| **f) Target group of the action:** |
| Profile of participants(work area, level) | See section 6.2 of the call for proposals:Eligible activities-target groups |
| Number of participants  |  |
| Origin of the participants (country, organisation) |  |

# BUDGET

|  |  |
| --- | --- |
| **To be completed in case of request for 70 % pre-financing if any** | ‘I fulfil the conditions as set out in section 11.1 of the call for proposals, please **write yes or no** and specify the reason. |
| Reason: |
| **To be completed in case of request for increased co-financing (> 75%) if any** | ‘I fulfil the conditions as set out in section 4 of the call for proposals, please **write yes or no** and specify the reason. |
| Reason: |

The applicant certifies that the costs estimated are necessary for implementing the action for which the grant is requested. Full details of eligible costs and final calculation of the grant amount can be found in the Pericles Financial Guidelines to Applicants and in the model of the grant agreement, accessed by clicking on the following link: <https://ec.europa.eu/info/funding-tenders/funding-opportunities/find-calls-funding-topic/funding-opportunities-economic-and-financial-affairs_en>

If the applicant uses **subcontracting** in order to implement the action, they must respect the following rules:

* subcontracting must be justified and may only cover a limited part of the project;
* implementing subcontracts must be awarded to the offer that is the most advantageous economically; this means the offer that represents the best relation between quality and price, respects the principles of transparency, equal treatment of potential contractors and ensures there are no conflicts of interests.

On staff costs, applicants must describe the functions and tasks of each person involved in the project, together with an estimate of the number of days they will dedicate to the project.

To calculate your budget for the action, please download and fill in the compulsory budget form (excel document): <https://ec.europa.eu/info/economic-and-financial-affair-funding-and-grants_en>

# ADDITIONAL FUNDING

|  |
| --- |
| 1. EU grants, procurement contracts or loans obtained directly or indirectly during the last 3 years from a European institution or agency.For each grant or contract please specify:* EU programme in question:
* title of the operation:
* EU institution awarding:
* year of the award by the Commission and the duration of operation:
* amount of the contract, grant or loan:
 |
| 2. Grant applications submitted (or due to be submitted) to European institutions in the current yearFor each grant, contract or loan, please specify:* EU programme in question:
* title of the operation:
* EU institution awarding:
* anticipated duration of the operation:
* amount of the contract or grant:

N.B. Applicants must immediately inform ‘DG ECFIN — Unit DDG1.C.5 Euro protection and euro cash’ — of any request for funding submitted to, or approved by, other Commission departments and EU Institutions after this application.  |

# CHECK-LIST FOR APPLICANTS

|  |
| --- |
| **Reminder**: The standard forms can be downloaded from the following link <https://ec.europa.eu/info/economic-and-financial-affair-funding-and-grants_en>on the Directorate General Economic and Financial Affairs’ dedicated website for calls for proposals. Then please select the relevant call under reference 2019 ECFIN 006/C5. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of form** | **Who to complete?** | **Not applicable in case of:** |
| (1) | **Application** form, accompanied by requested attachments | * Applicant
* Affiliated entity
 | / |
| (2) | **Legal entity** form | * Applicant
* Affiliated entity
 | * already provided in previous procedures
 |
| The Commission’s standard form ‘legal entity’ can be downloaded from the following address <http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>. If the required documents have been submitted in previous procedures, the applicant does not need to provide them again, unless the information is outdated.  |
| (3) | **Financial identification** form | * Applicant
 | * already provided in previous procedures
* affiliated entity
 |
| The Commission’s standard form ‘financial identification’ can be downloaded from the following address: <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>.If the required documents have been submitted in previous procedures, the applicant does not need to provide them again, unless the information is outdated.  |
| (4) | **Declaration** of honour and absence of conflict of interest for **exclusion** and **selection** criteria (operational and financial capacity) | * Applicant
* Affiliated entity
 | */* |
| (5) | **Simplified presentation** of balance sheet and profit & loss account | * Applicant
 | * public bodies
* low value grant *≤60 000 EUR*
 |
| (6) | Detailed **Estimated Budget form** for the action | * Applicant
 | / |

Please make sure that your application:

* is submitted on the correct form, completed in full and dated;
* is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
* presents a budget that conforms with the funding rules;
* meets the submission arrangements set out in section 14 of the call for proposals;
* is submitted by the deadline;
* is also sent electronically to email address ECFIN-PERICLES@ec.europa.eu.

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

# DECLARATION BY THE APPLICANT

The undersigned (person responsible in the applicant organisation for the measure assisted) certifies that the information given in this application is correct:

|  |  |
| --- | --- |
| Name/Forename |  |
| Title or position in the organisation |  |
| Signature  |  |
| Place and Date of signature |  |

If processing a reply to the call for proposals involves the recording and processing of personal data (such as name, address and CV), such data will be processed according to Regulation (EC) No 2018/1725[[4]](#footnote-4).

Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for proposals by the Head of Unit ‘Finance’ of Directorate General for Economic and Financial Affairs (DG ECFIN), who will be acting as data controller; the practical organisation of the data processing being assured by the Head of Unit of ‘Euro Protection and Euro Cash’ of DG ECFIN.

Details concerning the processing of your personal data are available in the privacy statement at:

<https://ec.europa.eu/info/data-protection-public-procurement-procedures_en>.

The tenderer’s personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 136 Financial Regulation (FR). For more information, see the Privacy Statement on:

<http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>.

1. Referred to in Article 2 (b) of the Council Regulation (EC) No 1338/2001 published in the OJ L 181, 04.07.2001, p. 6. [↑](#footnote-ref-1)
2. I.e. activities resulting from the exercise of sovereign powers or prerogatives exercised by Member States under the special legal regime applicable to them in line with Article 13(1) of Council Directive 2006/112/EC (OJ L 347, 11.12.2006). [↑](#footnote-ref-2)
3. A day of implementation is considered to be a day during which the agenda points of the action are implemented, with the exception of social events such as welcome/farewell dinners. [↑](#footnote-ref-3)
4. Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. [↑](#footnote-ref-4)