**GRANT REQUEST FORM**

**ANNEX A**   
**(Call for Projects Rules)**

Call for projects reference: <Call for projects number>

Submission deadline:<date>

**PART 1 - INFORMATION**

**Presentation of the project leader and partners**

Must not exceed **8 pages**

The form must be completed using the Calibri typeface, size 11

(Text in italics to be deleted)

## The project leader organisation (main bidder)

*Please complete the following tables:*

|  |  |  |
| --- | --- | --- |
| Project name |  | |
| Project locations | *<Specify the countries, regions, areas or towns/cities that will benefit from the project>* | |
| Applicant’s name |  | |
| Applicant’s nationality |  | |
| Legal status |  | |
| Partners  Add as many lines as partners. | *<Name, nationality>* | |
| Total eligible costs of the project (A) | Amount requested from Expertise France (B) | % of total eligible costs of the project (B/Ax100) |
| EUR……….. | EUR……….. | % |
| In the event of cofinancing by another Donor – state the name of the Donor |  | |
| Has the cofinancing been confirmed? |  | |
| Total duration of the project | *<months>* | |
| Applicant’s annual budget  (for the last completed financial year) |  | |
| Relevant contact details for the project[[1]](#footnote-2): | | |
| Postal address: |  | |
| Phone number: |  | |
| Contact person for the project: |  | |
| E-mail address of the contact person: |  | |

Expertise France undertakes to comply with applicable regulations on the processing of personal data, notably Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, applicable from 25 May 2018.

All personal data will only be processed for the purposes of analysing grant application files and may also be transferred to bodies performing a supervisory or inspection role in accordance with EU or French law. Applicants enjoy the right to access their personal data in addition to the right to have said data rectified. Any questions from applicants concerning the processing of their personal data should be forwarded to Expertise France. They may at any time refer their concerns to the European Data Protection Supervisor or to CNIL (*Commission nationale de l’informatique et des libertés*).

Expertise France undertakes to maintain the confidentiality of the proposals it receives and to ensure that they are securely stored.

**PART 2 - EVALUATION OF CONCEPT NOTES**

## 1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

For open calls for projects, the concept note and the full application must be submitted at the same time.

There is no specific format for the concept note, but the lead applicant must ensure that the text:

* includes page 1 of this document, duly completed and submitted as the cover page of the concept note;
* includes the project summary table (with no limit on size);
* includes the description of the project (maximum 2 pages) and the pertinence of the project (maximum 3 pages), in A4 format with 2cm margins, written in Calibri 11 single-spaced typeface;
* provides the information requested in the following sections, in the order requested and in proportion to the relative importance (see corresponding notes in the scoring table provided in the Call for Projects Rules);
* provides complete information (given that the evaluation will solely be based on the information provided);
* is written as clearly as possible in order to facilitate evaluation.

### 

### 1.1 Project summary

Please complete the following table.

|  |  |
| --- | --- |
| Project name |  |
| [Lot:  Tick the box corresponding to the lot for which you are submitting an application | ⁯ **Lot X**  ⁯ **Lot Y]** |
| Project locations – state the countries or regions that will benefit from the project |  |
| Total duration of the project (months) |  |
| Contribution requested from Expertise France (amount) | [<EUR] |
| Contribution requested from Expertise France as a percentage of the total amount of the project’s eligible costs (approximate)[[2]](#footnote-3) | % |
| Approximate budget total | <EUR> |
| Objectives of the project | <Global objective (impact)>  <Specific objectives (direct effects)> |
| Target groups[[3]](#footnote-4) |  |
| End beneficiaries[[4]](#footnote-5) |  |
| Anticipated impact |  |
| Main activities |  |

### 1.2 Description of the project (maximum 2 pages)

*Please provide all the following information:*

*Explain the context in which the project is being planned, notably the sector/national/regional context (including the main challenges). State any specific analysis/study that has been conducted to support the project concept (analysis of the context).*

*Explain the objectives of the project as stated in the table in Section 1.1.*

*Describe the main stakeholder groups, their attitude to the project and any consultations that have taken place.*

*Briefly set out the intervention rationale on which the project is based, stating the anticipated results, direct effects and impact and explaining the main risks and assumptions relating to implementation.*

*Briefly present the types of activities being proposed, describing the links/relationships between activity groups.*

*Explain how the project will incorporate relevant transversal issues such as the promotion of human rights[[5]](#footnote-6), gender equality[[6]](#footnote-7), democracy, good governance, support for youth, the rights of children and indigenous people, environmental sustainability[[7]](#footnote-8) and the fight against HIV/AIDS (in the event of it being widespread in the target country/region).*

*Provide a summary of the provisional schedule accompanied by a description of the specific factors that have been taken into consideration.*

### 1.3 Pertinence of the project (maximum 3 pages)

#### 1.3.1 Pertinence regarding the specific objectives/sectors/issues/priorities of the call for projects

*Please provide all the following information:*

1. *Describe the pertinence of the project with regard to the objectives and priorities of the call for projects;*
2. *Describe the pertinence of the project with regard to the specific sub-themes/sectors/fields and other specific requirements stated in the Call for Projects Rules, such as appropriation at the local level, etc.*
3. *Describe which anticipated results will be taken into consideration, as stated in the Call for Projects Rules.*

#### 1.3.2 Pertinence with regard to the specific needs and constraints of the relevant target countries, regions and/or sectors (including synergies with other development initiatives, while avoiding duplication)

*Please provide* ***all*** *the following information:*

*Clearly explain the pre-project situation in the target countries, regions and/or sectors (with quantified data, wherever possible).*

*Provide a detailed analysis of the issues to be tackled and how they are linked at all levels.*

*State any major project launched at the national, regional and/or local level that relates to the project and describe how they are related.*

*If the project is an extension of a previous project, clearly state how it will exploit the results of the previous project. Make reference to the main conclusions and recommendations emanating from any evaluations carried out.*

*If the project is part of a wider programme, clearly explain how it will be integrated or how it will be coordinated with the programme or with any other planned project. Specify the potential synergies with other initiatives, notably those of the European Commission.*

*Explain the complementarity with other initiatives supported by Expertise France and other donors (EU, member states and others).*

*[NB: In exceptional cases where it is impossible to connect with national organisations[[8]](#footnote-9) of the target country due to the particular circumstances in the country, the lead applicant must provide explanations that will be examined when applying Criterion 1.1 of the scoring table in the concept note.]*

*[The articles of association of the lead applicant and of any partners. Where Expertise France has acknowledged the eligibility of the lead applicant and partners for another call for projects under the same budget line during the 2 years prior to the application deadline, a copy of the document substantiating their eligibility during a previous call for projects (such as a copy of the special conditions of a grant contract awarded during the reference period) must be submitted rather than the articles of association, unless the legal form has changed in the intervening period. ]*

#### 1.3.3 Describe and define the target groups and end beneficiaries, including their needs and constraints, and explain how the project will meet these needs

*Please provide all the following information:*

*Provide a description (quantified, if possible) of each target group and end beneficiary, stating the selection criteria.*

*Describe the needs and constraints (including capacity constraints) of each target group and end beneficiary.*

*Demonstrate the pertinence of the proposal with regard to the needs and constraints of the target groups and end beneficiaries.*

*Explain any participative process for the inclusion of target groups and end beneficiaries.*

#### 1.3.4 Specific elements generating added value

*State the specific elements of the project that generate added value, such as the promotion or consolidation of public-private partnerships, innovation or good practices.*

**DECLARATION BY THE LEAD APPLICANT**   
**(CONCEPT NOTE)**

The lead applicant, represented by the undersigned as authorised signatory of the lead applicant and, in the context of this application, representative of any partners in the proposed project, hereby declares that:

* The lead applicant enjoys the sources of finance and professional expertise and qualifications stated in Section 2 of the Call for Projects Rules;
* The lead applicant undertakes to comply with the obligations set out in the partners’ declaration featured in the grant application form and with the principles of good practices relating to partnerships;
* The lead applicant is directly responsible for preparing, managing and implementing the project with the partners, as applicable, and is not acting as an intermediary;
* If the amount requested is over EUR 40,000:[the lead applicant or partners are not in any situation justifying their exclusion from participating in grant award procedures, as set out in Section 2.2.2 of the Call for Projects Guide issued by Expertise France;
* Furthermore, the lead applicant and partners, as applicable, hereby acknowledge and accept that, should they participate while being in such situation, they may be excluded from other procedures in accordance with the rules set out in the Call for Projects Guide;
* The lead applicant and each partner are able to immediately provide on request all supporting documentation stated in Section 2.4 of the Call for Projects Rules;
* **The lead applicant and each partner, as applicable, are eligible in accordance with the criteria set out in Sections 2.1.1 and 2.1.2 of the Call for Projects Rules;**
* If they are recommended for a grant award, the lead applicant and partners accept the contractual conditions set out in the model grant contract appended to the Call for Projects Rules (Annex G).

We hereby acknowledge that, should we participate while being in any of the situations listed in Section 2.2.2 of the Call for Projects Guide, or should it be established that any false declarations have been made or false information provided, we may be excluded from this procedure and are liable to administrative sanction in the form of financial penalty of up to 10% of the total estimated value of the grant awarded and that this information may be published on the Expertise France website. We are aware that, in order to protect the financial interests of Expertise France, our personal data may be communicated to internal audit departments and to bodies of other international donors.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Function** |  |
| **Date** |  |

**MANDATE FOR THE LEAD APPLICANT**

<This text must be reproduced as many times as there are partners>

The partner authorises the lead applicant <state the name of the organisation> to submit this form on its behalf and to sign in its name the model grant contract concluded with Expertise France (Annex G of the Call for Projects Rules). The partner also authorises the lead applicant to represent it with regard to any questions relating to this grant contract.

We have read and approved the contents of the proposal submitted to the contracting authority. We undertake to comply with the principles of good practices relating to partnerships.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Function: |  |
| Signature: |  |
| Date and place: |  |

**PARTNERS PARTICIPATING IN THE PROJECT**

This section must be completed for each partner organisation within the meaning of Section 2.1.3 of the Call for Projects Rules. This table must be reproduced as many times as there are partners

|  |  |
| --- | --- |
|  | Partner no. <number> |
| **Full official name** |  |
| **Country of registration** |  |
| **Legal status**[[9]](#footnote-10) |  |
| **Official address** |  |
| **Contact person** |  |
| **Phone number:** country code + area code + number |  |
| **Fax number:** country code + area code + number |  |
| **E-mail address** |  |
| **Number of employees** |  |
| **Experience acquired in the context of similar projects relating to the role to be performed during implementation of the proposed project** |  |
| **History of cooperation with the applicant** |  |
| **Role and participation in the preparation of the proposed project** |  |
| **Role and participation in the implementation of the proposed project** |  |

**PART 3 - COMPLETE APPLICATION FORM**

This part must not exceed **24 pages**

The form must be completed using the Calibri typeface, size 11

(Text in italics to be deleted)

1. **DESCRIPTION OF THE PROJECT**

#### 1.1 THE PROJECT

|  |  |
| --- | --- |
| Call for projects reference number |  |
| Call for projects name |  |
| Applicant’s name |  |

#### 1.2 Name

#### 1.3 Location

Countries, regions, towns/cities

#### 1.4 Cost of the project and amount requested from Expertise France

|  |  |  |
| --- | --- | --- |
| Total costs of the project (A) | Amount requested from Expertise France (B) | % of total eligible costs of the project  (B/Ax100) |
| EUR……… | EUR……… | % |

#### 1.5 Summary (maximum 1 page)

|  |  |
| --- | --- |
| Total duration of the project | <*… months*> |
| Objectives of the project | *<Global objective (s) (to>*  *<Specific objective>* |
| Partners |  |
| End beneficiaries[[10]](#footnote-11) |  |
| Anticipated results |  |
| Main activities |  |
| Provide here an executive summary of your project |  |

#### 1.6 Global objective and specific objectives (maximum 1 page)

*Please describe the global objective to which the project is intended to contribute and the specific objectives the project has been designed to achieve. This paragraph must be consistent with the logical framework.*

#### 1.7 Pertinence of the project (maximum 3 pages)

*Please provide all the following information: <to be adapted to the context>*

* *Provide a presentation and detailed analysis of the problems and how they interrelate at all levels.*
* *Provide a detailed description of the target groups and end beneficiaries, including an estimate of their number.*
* *Clearly identify the specific problems to be tackled by the project, including the perceived needs and constraints of the target groups.*
* *Demonstrate the pertinence of the project with regard to the general needs and constraints of the target countries/regions and notably of the target groups/end beneficiaries, explaining how the project will deliver the desired solutions, especially for the end beneficiaries.*
* *Demonstrate the pertinence of the project with regard to the objectives and priorities set out in the Call for Projects Rules.*
* *Notably present the complementarity of the proposed project with other operators and activities already in place at the local level.*
* *State the sources when making any reference to quantified data. Quantified data must be presented in a format broken down by gender, age and key populations. If no such data is available, please specify and explain how the project will enable these gaps to be filled. The context must also present the applicable socio-cultural norms and legislation constituting barriers to access to services (gender, human rights).*
* *If your project is multi-country, please justify the countries selected and the added value of the multi-country dimension.*

|  |
| --- |
| ***Complementarity with programmes supported by the Global Fund (1 page maximum)***  *Demonstrate how the project participates in improving the efficacy and health impact of Global Fund programmes. This section is also important for ensuring that the project does not duplicate existing activities financed by the Global Fund and that synergies are created, where pertinent.*   * ***Describe the geographical and/or themed complementarity*** *between the proposed project and the programmes supported by the Global Fund in the countries in question.* * ***State if the project will be working with any principal and/or secondary beneficiaries of Global Fund grants*** * *Describe how* ***interaction and coordination will take place with the Global Fund*** *and the* ***national coordination bodies*** *(CCM).* * *The inclusion of a support letter from the CCM of the country or countries concerned will be considered in a favourable manner.* |

#### 1.8 Description of the project and its efficacy (maximum 14 pages)

*Provide a description of the proposed project including, where relevant, the fundamental factors leading to the project being formulated. This must include:*

*- Anticipated outputs and results (maximum 4-5 pages). Be specific and quantify the outputs as far as possible. Notably state the planned publications. Describe the potential for the project's results to be reproduced and extended (multiplier effects).*

*- The proposed activities and their efficacy (maximum 9 pages). Identify and describe in detail each activity to be implemented in order to produce the results, justifying the selection of the activities including their sequencing and interactions; as applicable, specify the role of each partner in each of the activities.*

#### 1.9 Methodology (maximum 4 pages)

*Describe in detail:*

*- The implementation method and the reasons behind the selected methodology;*

*- If the project is an extension of an existing project, explain how it is based on the results of said project. Provide the main conclusions and recommendations emanating from any evaluations carried out.*

*- If the project is part of a wider programme, please describe how it is to be incorporated within the programme or within any planned project, and how coordination will be carried out. Please set out the potential synergies with other initiatives, notably those of Expertise France;*

*- The internal and/or external monitoring and evaluation procedures;*

*- A description of the participation and role of the various actors and stakeholders (local partners, target groups, local authorities, etc.) in the project and the reasons why said roles have been assigned;*

*- The organisational structure and the proposed project implementation team;*

*- Main resources proposed for project implementation.*

#### 1.10 Project implementation duration and action plan

*The project duration will be <X> months.*

*Applicants must not state a specific date for commencement of project implementation but simply state “Month 1” , “Month 2”, etc.*

*Any month (or intermediate period) without activity must be included in the action plan and in the calculation of the estimated total duration of the project.*

#### 1.11 Beneficiaries (maximum 1.5 pages)

**Direct beneficiaries**

*Identify the organisations, people and/or groups of people who will directly or indirectly benefit from the project’s activities and* ***justify their selection****. State their type, number, gender, age and key population concerned, including the method used to calculate targets. State their involvement in the construction of the project and succinctly explain how the direct beneficiaries actively participate in the project.*

**Indirect beneficiaries**

*Identify the people and groups of people who are not directly involved in the project but will benefit from it indirectly. State their type, number, gender, age and key population concerned, including the method used to calculate targets. Describe the link between direct and indirect beneficiaries.*

#### 1.12 Results, activities and evaluation

*It is imperative that the activities are worded identically in all proposal documents (submission form, logical framework, budget and timetable).*

**Anticipated results (1 page maximum)**

*List the anticipated results of the project. The anticipated results must be specific to the various target populations and be broken down by type, gender and age. You may also state intermediate results (causing intermediate changes) if pertinent to the project as presented.*

**Planned activities (to be broken down by result, if possible) (5 pages maximum)**

*It is imperative to detail the activities as follows:*

* Activities relating to Result 1*:*
  + Activity 1.1
* ***Activity name***
* ***Presentation of the activity*** *(objectives, targets (men/women, age, key population, duration, format, frequency, necessary resources and anticipated results). State how the intervention is sensitive and/or transformative in terms of gender[[11]](#footnote-12). If necessary, state the specific interventions you believe to be required in order to be able to tackle gender inequalities. For training activities, specify the process (duration, type, etc.).*
* ***Description of responsibilities during the implementation of the activity*** *(project leader, partners).* *Describe the complementarity between the activities.*

**FOR PROJECTS INCLUDING ONLY OPERATIONAL RESEARCH ACTIVITIES, ADD THE FOLLOWING INFORMATION (delete if not applicable).**

**a) Research assumptions, theoretical framework and methodology**

*For projects including operational research activities, describe the protocol structure of the research, the theoretical framework, the methods employed, the nature and acquisition conditions of equipment used, the originality and feasibility of the research and the number, nature, gender and age of the research subjects.*

**b) Ethical and regulatory considerations (for operational research activities)**

*List of ethical precautions to be taken for implementation of the activities.*

*Are the activities covered by one or more ethics committees? If so, please state which committees and your progress status with each committee.*

*For French organisations, please state which code of ethics you have adopted.*

*Are your research activities conducted in compliance with the Helsinki Declaration adopted by the World Medical Assembly (June 1964, latest update 2004)?*

**c) Exploitation, dissemination and transposition of the results**

*Describe the strategy to be implemented to enable rapid operational exploitation of the results of operational research activities and how they are to be disseminated or transposed.*

**Project monitoring-evaluation (4 pages maximum)**

*Describe the monitoring-evaluation system (data collection, supervision, activity evaluation) which will be applied and the necessary resources (HR, budget, strategy, etc.) for implementation of the system.*

**Project management and financial monitoring (2 pages maximum)**

*Precisely describe how financial management will be performed and the resources that will be specifically allocated to the process by the project leader and the partners, notably human resources. Estimate the percentage of the budget to be managed by each partner. Describe the methods and procedures of financial monitoring and reporting to be implemented if any budget items are delegated to partners.*

**Project management and coordination (2 pages maximum)**

*Describe how the project will be managed (composition of steering and/or scientific committees, meeting frequency, number and status of members, please state if they are men or women) and the process for coordinating partners. Diagrams may be used.*

**Profile and communications (1 page maximum)**

*Describe the communications tools (with the objective of raising awareness, prevention, development, etc.) to be exploited during the project.*

*Describe how the communications strategy will interact and be integrated with project implementation (activities, objectives, budget, partnerships, etc.).*

*To what extent will the communications strategy enhance the profile of Initiative 5% and Expertise France? Specify how communications will contribute to tackling negative gender stereotypes.*

*Describe the communications strategy to be implemented in order to showcase the results of the project and promote their dissemination.*

#### 1.13 Indicative action plan for project implementation (maximum 4 pages)

**Note: in the context of the “Initiative” project, use the special Appendix I (Excel spreadsheet for the Initiative project activities timetable).**

*Applicants must not state a specific date for commencement of project implementation but simply state “Month 1” , “Month 2”, etc.*

*It is recommended to base the estimated duration of each activity and of the project as a whole on the most likely duration and not on the possible shortest duration, taking into account all factors likely to effect the implementation schedule.*

*The activities set out in the action plan must correspond to those detailed in Section 7. The organisation responsible for implementation must be either the applicant or one of its partners. Any month or intermediate period without activity must be included in the action plan and in the calculation of the estimated total duration of the project.*

*The action plan for the first 12 months of implementation must be sufficiently detailed such that it provides an overview of the preparations and implementation of each activity. The action plan for each subsequent year may be more general and should be restricted to a list of the main activities proposed for each year in question. To this end, it must be divided into 6-month periods (NB: a more detailed action plan for each subsequent year must be submitted before any prefinancing payment will be made, in accordance with the special conditions of the grant contract).*

*The action plan must be produced in line with the following model:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | | | | | | | | | | | | | |
|  | H1 | | | | | | | H2 | | | | | |  |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Organisation responsible for implementation |
| Example | |  |  |  |  |  |  |  |  |  |  |  |  | Example |
| Activity 1 preparation (name) | |  |  |  |  |  |  |  |  |  |  |  |  | Local partner |
| Activity 1 implementation (name) | |  |  |  |  |  |  |  |  |  |  |  |  | Local partner |
| Activity 2 preparation (name) | |  |  |  |  |  |  |  |  |  |  |  |  | Local partner 2 |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For subsequent years: | | | | | | | | | |
| Activity | H3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Organisation responsible for implementation |
| Example | Example |  |  |  |  |  |  |  | Example |
| Activity 1 implementation (name) |  |  |  |  |  |  |  |  | Local partner |
| Activity 2 implementation (name) |  |  |  |  |  |  |  |  | Local partner |
| Activity 3 preparation (name) |  |  |  |  |  |  |  |  | Local partner 2 |
| Etc. |  |  |  |  |  |  |  |  |  |

#### 1.14 Long-term impact (maximum 3 pages)

*Describe the main prerequisites and assumptions during and after the implementation phase.*

*Provide a risk analysis. This must at least include a list of the risks associated with each proposed activity accompanied by pertinent corrective measures to mitigate said risks.*

*Explain how the long-term impact will be maintained after completion of the project. This may include aspects relating to necessary measures and strategies integrated within the project, to activity monitoring, to appropriation by target groups, etc.*

**Capitalisation**

*Specify how the capitalisation process will be carried out (the basis of which must be established during project design). Please note, the objective of capitalisation is to teach project participants how to improve their practices and to learn from their experiences. A process must be applied throughout the project that promotes analysis and perspective with the objective of gaining useful lessons that can be shared and which exploit different production methods.*

*When submitting the proposal, it is important to tackle the capitalisation process by structuring it around certain key questions:*

* ***Which project themes/dimensions*** *are able to benefit from capitalisation?*
* ***What are the objectives****?*
* *Who are the contributors, i.e. the participants who are directly involved in the process?*
* *What are the production systems and who are the recipients?*
* *What resources are required to support the capitalisation process (internal or use of external sources) and production?*

**Operational durability**

*Describe the extent to which the project’s activities will be able to persist beyond the project duration,, including the exit strategy to achieve this goal. Explain the impact the project will have on beneficiaries over the medium/long term.*

**Financial durability**

*Describe the extent to which the project will be a catalyst for mobilising new sources of financing after project completion and/or enabling the project to be integrated within grants from the Global Fund and/or be adopted by the local government. What provisions will be implemented from commencement of the project in order to maximise the opportunities of financial durability?*

**Political durability**

*Describe the political changes of which the project will be a contributory factor and which will establish its operational and financial durability.*

**Social transformation durability**

*Describe the social transformations of which the project will be a contributory factor in terms of transforming gender stereotypes and the roles and power of women and men within society, with the objective of enhancing equality. State the long-lasting developments in terms of human rights to which the project will be a contributory factor.*

#### 1.15 Project budget

*Please complete Annex B of the Call for Projects Rules to provide information about:*

* *The project’s budget (Spreadsheet 1) for the full duration of the project and for its <12/if more, please specify> initial months;*
* *Justification of the budget (Spreadsheet 2) for the full duration of the project, and*
* *The amount requested from the contracting authority and other sources of financing over the full duration (Spreadsheet 3).*

*For further information, please refer to the Call for Projects Rules.*

*[If the Call for Projects Rules authorise Expertise France to finance the entire project, you must justify any request for full financing by demonstrating that it is indispensable for project completion.]*

*[Please list below any contributions in kind to be provided (please specify) (maximum 1 page).]*

Please note that the cost of the project and the contribution requested from Expertise France must be expressed in [<EUR/or other currency, as applicable>.]

#### 1.16 Logical framework

*Complete Annex C of the Call for Projects Rules*

1. **EXPERIENCE OF SIMILAR PROJECTS**

*Maximum 1 page per project. Please provide a detailed description of the projects managed by your organisation during the past 3 years. This information will be used to assess whether or not you have adequate and stable experience in the management of projects in the same sector and on a scale comparable to that of this grant application.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project name: | | Sector (see 2.1 of Section III): | | | |
| Project location | Project cost (EUR/other) | Project leader or partner | Project donors (name) | Amount of contribution (per donor) | Dates (from dd/mm/yyyy to dd/mm/yyyy) |
| … | … | … | … | … | … |
| Project objectives and results | | | | | |
|  | | | | | |

Other projects

*Please provide a detailed description of the projects managed by your organisation during the past three years.*

*Maximum 1 page per project and 10 projects maximum.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of lead applicant:** | | | | | |
| **Project name:** | | **Sector:** | | | |
| **Project location** | **Project cost (EUR)** | **Role in the project: project leader, partner** | **Donors contributing to the project (name)** | **Amount of contribution (per donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Project objectives and results** | |  | | | |
|  | |  | | | |

**Experience of partners (as applicable)**

*This information will be used to assess if you have adequate experience in managing projects in the same sector and of a scale comparable to that of this grant application.*

For similar projects

*Please provide a detailed description of the projects in the same sector of a scale comparable to that of this grant application which your organisation has managed during the past three years.*

*Maximum 1 page per project.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Co-applicant's name:** | | | | | |
| **Project name:** | | **Sector:** | | | |
| **Project location** | **Project cost (EUR)** | **Role in the project: project leader, partner** | **Donors contributing to the project (name)** | **Amount of contribution (per donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Project objectives and results** | |  | | | |
|  | |  | | | |

Other projects

*Please provide a detailed description of the projects managed by your organisation during the past three years.*

*Maximum 1 page per project and 10 projects maximum.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Co-applicant's name:** | | | | | |
| **Project name:** | | **Sector:** | | | |
| **Project location** | **Project cost (EUR)** | **Role in the project: project leader, partner** | **Donors contributing to the project (name)** | **Amount of contribution (per donor)** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** |
| … | … | … | … | … | … |
|  |  |  |  |  |  |
| **Project objectives and results** | |  | | | |
|  | |  | | | |

1. **THE APPLICANT**

## 3.1 IDENTITY

|  |  |
| --- | --- |
| Name of the organisation: |  |
| Acronym: |  |
| Registration number (or equivalent) |  |
| Date of registration |  |
| Place of registration |  |
| Official address of registration authority |  |
| Country of registration |  |
| E-mail address of the organisation |  |
| Phone number: country code + area code + number |  |

## 3.2 Resources

#### Financial data Please provide the following information, as applicable, based on your organisation’s management accounts and balance sheet, amounts in thousands of EUR (or other currency).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Revenue (or equivalent) | Net surplus (or equivalent) | Total balance sheet or budget | Equity (or equivalent) | Medium and long-term debt | Short-term debt (< 1 year) |
| N[[12]](#footnote-13) |  |  |  |  |  |  |
| N-1 |  |  |  |  |  |  |
| N-2 |  |  |  |  |  |  |

**Description of the team currently in charge of the organisation’s financial and administrative management**:

*Include the number of people (M/F), job titles and number of years’ experience. Specify in this list which employees already occupying their post will be working on the project.*

**History and main activity sectors of the organisation**:

*Succinctly describe the organisation’s past and present activities. Please focus on activities similar to those of this project or which demonstrate the particular experience/expertise of your organisation in the fields targeted by this project.*

*State if the organisation has a strategy promoting gender equality and the implementation date of any such strategy. Specify if the organisation has a person responsible for gender issues (name and qualifications) and if the team has received gender training (date, duration and nature of the training).*

APPLICANT’S PARTNERS PARTICIPATING IN THE PROJECT

### DESCRIPTION OF PARTNERS

This section must be completed **for each partner organisation** within the meaning of Section 2.1.2 of the Call for Projects Rules. This table must be reproduced as many times as there are partners.

|  |  |
| --- | --- |
| Full legal name |  |
| Date of registration |  |
| Place of registration |  |
| Legal form |  |
| Official address of registration authority |  |
| Country of registration |  |
| Contact person |  |
| Phone number |  |
| E-mail address |  |
| Number of employees |  |
| Experience of similar projects, depending on their role in implementation of the proposed project |  |
| History of cooperation with the applicant |  |
| Role and participation in the preparation of the proposed project |  |
| Role and participation in the implementation of the proposed project |  |

|  |
| --- |
| *Present the complementarity of the various partners and the history of collaboration between them. Specify how the partners have participated in project preparations. For projects with a second phase, specify if the partners are the same as for the project initially financed by Initiative 5%.* |

**Description of the team currently in charge of the organisation’s financial and administrative management**:

*Include the number of people (M/F), job titles and number of years’ experience.*

**History and main activity sectors of the organisation**:

*Succinctly describe the organisation’s past and present activities. Please focus on activities similar to those of this project or which demonstrate the particular experience/expertise of your organisation in the fields targeted by this project.*

*State if the organisation has a strategy promoting gender equality and the implementation date of any such strategy. Specify if the organisation has a person responsible for gender issues (name and qualifications) and if the team has received gender training (date, duration and nature of the training).*

**Other associated stakeholders**

*List and describe in a few lines all stakeholders not directly involved in project implementation but who are associated with the project, including the nature of their association.*

### PARTNERSHIP DECLARATION

A partnership is a substantial relationship between two or more organisations involving the allocation of responsibilities within the project financed by Expertise France.

All partners must have read the grant application form and understand what role they will play in the project before the application is submitted to Expertise France.

All partners must have read the model grant contract and understand their respective obligations under the contract if a grant is awarded. The partners authorise the lead applicant to sign the contract with Expertise France and to represent them in all relations with Expertise France in the context of project implementation.

The applicant must regularly consult its partners and keep them fully informed of the progress of the project.

Any proposed substantial changes to any aspect of the project in which they participate (e.g. regarding activities, partners, etc.) must be accepted by the partners concerned before being submitted to Expertise France. If the partners are unable to agree, the applicant must notify said disagreement when it presents its proposed changes to Expertise France for approval.

I have read and approved the contents of the proposal presented to Expertise France. I undertake to comply with the principles of good partnership.

|  |  |
| --- | --- |
| Name: |  |
| Organisation: |  |
| Function: |  |
| Signature: |  |
| Date and place: |  |

## APPLICANT’S DECLARATION

The applicant, represented by the undersigned as authorised signatory of the applicant and, in the context of this call for projects, representative of any partners in the proposed project, hereby declares that:

* The applicant enjoys the sources of finance and professional expertise and qualifications stated in the Call for Projects Rules;
* The applicant undertakes to comply with the obligations set out in the partnership declaration featured in the grant application form and with the principles of good practices relating to partnerships;
* The applicant is directly responsible for preparing, managing and implementing the project with its partners, as applicable, and is not acting as an intermediary;
* Neither the applicant nor its partners are in any situation that justifies their exclusion from participating in contract award procedures, as set out in Section 2.2.1 of the Rules covering public procurement and grants issued by Expertise France (available at <https://magellan.expertisefrance.fr/sites/default/files/2022-01/DAJ_IM001ENG_v01%20-%20Rules%20covering%20public%20procurement%20and%20grants.pdf>). Should we participate while finding ourselves in any of said situations, we furthermore acknowledge and accept that we may be excluded from other procedures;
* The applicant and each partner, as applicable, are able to immediately provide on request all supporting documentation stated in the Call for Projects Rules;
* The applicant and all partners, as applicable, are eligible in accordance with the criteria set out in the Call for Projects Rules;
* If they are recommended for a grant award, the applicant accepts the contractual conditions set out in the model grant contract appended to the Call for Projects Rules.

Signed on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Function** |  |
| **Date** |  |

1. Any change to the addresses, phone numbers, fax numbers and, especially, e-mail addresses must be notified to Expertise France in writing. [↑](#footnote-ref-2)
2. As applicable, also state the requested contribution as a percentage of the total accepted costs. [↑](#footnote-ref-3)
3. “Target groups” are the groups/entities that will directly benefit from the project with regard to the objectives of the project. [↑](#footnote-ref-4)
4. “End beneficiaries” are the people who will benefit from the project in the long term at the level of society or sector in the broadest sense. [↑](#footnote-ref-5)
5. Including the rights of disabled persons. For further information, see “Guidance note on disability and development” available at <https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en>. [↑](#footnote-ref-6)
6. See the guidance note on gender equality at <https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en>. [↑](#footnote-ref-7)
7. See the guidelines on the integration on environmental issues at <https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en>. [↑](#footnote-ref-8)
8. See footnote on page 2. [↑](#footnote-ref-9)
9. \*\* E.g. non-profit organisation, government body, international organisation. [↑](#footnote-ref-10)
10. “End beneficiaries” are the people who will benefit from the project in the long term at the level of society or the sector in the broadest sense. [↑](#footnote-ref-11)
11. Gender sensitivity: programmes, initiatives or activities that recognise the requirements and limits of each person based on their gender, age or sexual orientation and provide an effective response to such factors. (GF definition) [↑](#footnote-ref-12)
12. N = prior financial year [↑](#footnote-ref-13)