**GRANT REQUEST FORM**

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

**Call for projects reference**: 25-SBR-S001

**Submission deadline**:03rd of March 2025 at

01:59 PM (Paris time)

**PART 1 - INFORMATION**

**Presentation of the project leader and partners**

Must not exceed **8 pages**

The form must be completed using the Century Gothic typeface, size 10

*Text in italics to be deleted*

## The project leader organization (applicant)

*Please complete the following tables:*

|  |  |
| --- | --- |
| GENERAL INFORMATION | |
| Project name |  |
| Project locations  Specify the countries, regions, areas or towns/cities that will benefit from the project | **West Africa:**  Benin  Ivory Coast  Togo  **Europe:**  North Macedonia  Moldova  Montenegro  City(ies): |
| Applicant’s name |  |
| Country of registration of lead organization |  |
| Legal status |  |
| Legal representative  *First Name LAST NAME - Position* |  |
| Partners  **Minimum : 0**  **Maximum : 6** | *Partner 1: <Name, nationality>*  ***Partner 2:*** *<Name, nationality>*  ***Partner 3:*** *<Name, nationality>*  ***Partner 4:*** *<Name, nationality>*  ***Partner 5:*** *<Name, nationality>*  ***Partner 6:*** *<Name, nationality>* |

|  |  |  |
| --- | --- | --- |
| **FINANCIAL INFORMATION** | | |
| 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?  *Acquired, in the process of acquisition, to be applied for*  *To be detailed by donor* |  | |
| Total duration of the project (months) |  | |
| Applicant’s annual budget  (for the last completed financial year) |  | |

|  |  |
| --- | --- |
| **Relevant contact details for the project[[1]](#footnote-1)** | |
| Postal address: |  |
| Phone number: |  |
| Contact person for the project:  *First Name LAST NAME - Position* |  |
| 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**

**Concept note**

## INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that, in the case of a limited call for projects, only the concept note must be submitted for the first phase (not the full application).

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 **1.1 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 Century Gothic 10 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;
* Includes the declaration signed by the lead applicant, and if applicable the mandates completed and signed by each partner, if applicable, and information on the partners.

*Text in italics to be deleted*

### 1.1 Project summary

Please complete the following table.

|  |  |
| --- | --- |
| Project name |  |
| Project locations:  *State the countries or regions that will benefit from the project* | **West Africa:**  Benin  Côte d’Ivoire  Togo  **Europe:**  Moldova  Montenegro  North Macedonia  City(ies): |
| Theme(s):  *Tick the box corresponding to the lot for which you are submitting an application* | **West Africa:**  **A.1:** Building capacity for investigative journalism;  **A.2:** Strengthen the protection of whistle-blowers;  **A.3:** Support collaboration between non-state and state actors in the fight against corruption;  **Cross-cutting theme**: Support initiatives aimed at promoting gender equality, and in particular at reducing the differentiated impact of corruption on women and men, or sexist forms of corruption.  **Europe:**  **B.1:** Facilitating forums fostering dialogue and combating corruption;  **B.2:** Empowering civil society to access information;  **B.3:** Enhancing transparency by disclosing public officials' interests and assets.  **Cross-cutting theme:** Support initiatives aimed at promoting gender equality, and in particular at reducing the differentiated impact of corruption on women and men, or sexist forms of corruption. |
| Total duration of the project (months)  *• Longer than 6 months;*  *• Less than or equal to 18 months;*  *• Started between September 01, 2025 and December 31, 2025;* | **Duration (months):**  **Starting date (DD/MM/YYYY):**  **Ending date (DD/MM/YYYY):** |
| Contribution requested from Expertise France (**EUR amount**) |  |
| Contribution requested from Expertise France as a percentage of the total amount of the project’s eligible costs (approximate)[[2]](#footnote-2) | % |
| Approximate budget total (EUR) |  |
| Global objective (impact) |  |
| Specific objectives (direct effects) |  |
| Target groups[[3]](#footnote-3) |  |
| End beneficiaries[[4]](#footnote-4) |  |
| Anticipated impact |  |
| Main activities |  |

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

*Text in italics to be deleted*

*Please provide all the following information:*

* **Context analysis**: describe the context in which the action is being prepared, in particular the sectoral/national/regional context (including the main challenges). Mention (with a link to the source if possible) any specific analysis/studies carried out to support the design of the action;
* **Objectives of the action**: Explain the objectives of the action as set out in the table in section 1.1;
* **Stakeholders**: Describe the main stakeholder groups, their attitude to the action and any consultations that have taken place;
* **Intervention logic**: Briefly describe the intervention logic of the action, indicating the expected results, outcomes and impact, and highlighting the main risks and assumptions involved in achieving them;
* **Activities**: Briefly present the types of activities proposed, describing the links/relationships between groups of activities;
* **Gender equality theme**: Explain how the action will integrate the cross-cutting theme of promoting gender equality, and in particular reducing the differential impact of corruption on women and men;
* **Timetable**: Give an overview of the indicative timetable for the action, together with a description of the specific factors that have been taken into account.

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

#### 1.3.1 Pertinence regarding the objectives/themes of the call for projects

*Please provide all the following information:*

* ***Relevance to objectives****: Describe the relevance of the action to the objectives and priorities of the call for projects;*
* ***Relevance to theme(s)****: Describe the relevance of the action to the selected themes and other specific requirements.*
* ***Relevance to expected results****: Describe the expected results.*

#### 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:*

* **Context**: Clearly describe the pre-project situation in the target country(ies), region(s) and/or sector(s) (with verifiable figures, if possible);
* **Problem analysis**: Provide a detailed analysis of the problems to be addressed and how they relate at all levels. If the project falls within the cross-cutting theme of gender equality, please specify the specific needs analysis carried out;
* **Study or feedback**: If the action stems from a study or is an extension of a previous action, clearly indicate how it will build on the activities/results of this previous action. Refer to the main conclusions and recommendations of any evaluations that have been carried out;
* **Consortium**: Specify the added value of setting up a consortium, or not, for your project and the achievement of the expected results for the target groups;
* **Other ongoing projects**: Mention any major projects launched at local, national and/or regional level in connection with the action, and describe how the action is linked to them.
* **Complementarities**: Explain the complementarity with other initiatives supported by Expertise France and other donors (EU, Member States and others);
* **Consortium with a lead applicant not registered in the country of implementation**: In the event that the lead applicant wishes to implement a project in an eligible country in which it is not registered and where it is impossible for it to associate the national organizations of the target country, the lead applicant must provide explanations that will be examined during the evaluation of the Concept Note.

#### 1.3.3 Describe and define the target groups and final beneficiaries, their needs and constraints, and explain how the action will meet these needs. Take into account gender issues and the differential impact of corruption.

*Please provide all the following information:*

* **Target audience**: Give a description (quantified, if possible) of each target group and final beneficiary, indicating selection criteria;
* **Needs and constraints**: Describe the needs and constraints (including capacity constraints) specific to each of these target groups and final beneficiaries;
* **Relevance**: Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries;
* **Participatory process**: Explain any participatory process ensuring the involvement of target groups and final beneficiaries.

#### 1.3.4 Specific elements generating added value

*Indicate the specific elements of the action that bring added value, for example the constitution of the consortium and the people/structures associated with the project, innovation, the ability to share best practices, etc.*

**CONCEPT NOTE**

**DECLARATION BY THE LEAD APPLICANT**

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 principal applicant has the sour**ces of funding and the professional skills and qualifications** mentioned in section 2 of the Call for Projects Regulations;
* The principal applicant undertakes to **comply with the obligations** set out in the declaration of partners included in the grant application form and the **principles of good partnership practice**;
* The **principal applicant is directly responsible for the preparation, management and implementation of the action with partners**, where applicable, and does not act as an intermediary;
* The principal applicant, and the partners where applicable, are not in any of the situations justifying their exclusion from participation in the grant award procedures listed in **section 2.2.2 of Expertise France's Guide to Calls for Projects**;
* In addition, **the principal applicant and, where applicable, the partners acknowledge and accept that, if they participate while in one of these situations, they may be excluded from other procedures in accordance with the rules set out in the Guide to Calls for Projects;**
* **The applicant and each partner (where applicable) are eligible in accordance with the criteria set out in sections 2.1 and 2.4 of the Call for Projects Regulations;**
* The principal applicant and each partner are able to provide immediately, on request, the **supporting documents** mentioned in section 2.4 of the Call for Projects Regulations;
* If recommended for a grant, the principal applicant and partners accept the **specific contractual conditions** set out in the model grant contract appended to the Call for Projects Regulations.

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*

|  |  |
| --- | --- |
| Organization |  |
| Address |  |
| Legal representative  *First Name LAST NAME* |  |
| Function |  |
| Email |  |
| Signature |  |
| Date |  |

**CONCEPT NOTE**

**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.

*To be signed on behalf of the project partner*

|  |  |
| --- | --- |
| Organization |  |
| Adress |  |
| Legal representative  *First Name LAST NAME* |  |
| Function |  |
| Email |  |
| Signature |  |
| Date |  |

**CONCEPT NOTE**

**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**[[5]](#footnote-5) |  |
| **Official address** |  |
| **Contact person** |  |
| **Phone 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** |  |

**PART 3**

**COMPLETE APPLICATION FORM**

This part must not exceed **28 pages (excluding annexes)**

The form must be completed using the Century Gothic typeface, size 10

*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

Project title, summarizing the general objective, geographical scope and target audience(s).

#### 1.3 Location

|  |  |
| --- | --- |
| **West Africa:**  Benin  Côte d’Ivoire  Togo | **Europe:**  Moldova  Montenegro  North Macedonia |

City(ies):



**1.4 Action theme(s)**

|  |  |
| --- | --- |
| **West Africa:**  **A.1:** Building capacity for investigative journalism;  **A.2:** Strengthen the protection of whistle-blowers;  **A.3**: Support collaboration between non-state and state actors in the fight against corruption;  **Cross-cutting theme**: Support initiatives aimed at promoting gender equality, and in particular at reducing the differentiated impact of corruption on women and men, or sexist forms of corruption. | **Europe:**  **B.1**: Facilitating forums fostering dialogue and combating corruption;  **B.2**: Empowering civil society to access information;  **B.3**: Enhancing transparency by disclosing public officials' interests and assets;  **Cross-cutting theme**: Support initiatives aimed at promoting gender equality, and in particular at reducing the differentiated impact of corruption on women and men, or sexist forms of corruption. |

#### 1.5 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/A)\*100** |
| EUR……… | EUR……… | % |

#### 1.6 Summary (maximum 1 page)

|  |  |
| --- | --- |
| Total duration of the project (months) |  |
| *Global objective* |  |
| *Specific objectives* |  |
| Partners  **Minimum : 0**  **Maximum : 6** | *Partner 1: <Name, nationality>*  ***Partner 2:*** *<Name, nationality>*  ***Partner 3:*** *<Name, nationality>*  ***Partner 4:*** *<Name, nationality>*  ***Partner 5:*** *<Name, nationality>*  ***Partner 6:*** *<Name, nationality>* |
| Associates  **Minimum : 0**  **Maximum : No limite** | *Associate 1: <Name, nationality>*  ***Associate 2****: <Name, nationality>*  ***Associate 3****: <Name, nationality>*  ***Associate 4****: <Name, nationality>*  ***Associate 5****: <Name, nationality>*  ***Associate******6:*** *<Name, nationality>* |
| End beneficiaries[[6]](#footnote-6) |  |
| Anticipated results |  |
| Main activities |  |
| Provide here an executive summary of your project |  |

#### 1.7 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.*

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

*Please provide all the following information:*

* ***Problem analysis****: Provide a detailed presentation and analysis of the problems and the links between them, at local, national and regional level. If applicable, specify the problems encountered by women and men in relation to the selected theme(s);*
* ***Target audience:*** *Provide a detailed description of the target groups and final beneficiaries and an estimate of their number;*
* ***Needs and constraints****: Clearly identify the specific problems to be addressed by the action and the perceived needs and constraints of the target groups, including women;*
* ***Responses to needs and constraints****: Demonstrate the relevance of the action to the needs and constraints in general of the target country(ies) or region(s) and of the target group/final beneficiaries in particular, and how the action will provide the desired solutions, especially for the intended beneficiaries;*
* ***Responses to objectives and themes****: Demonstrate the relevance of the action to the objectives and themes of the Call for Projects Regulations;*
* ***Complementarities****: Show how the proposed project complements other local players and activities already in place;*
* ***Sources****: Cite sources when referring to figures. Quantitative data should be presented disaggregated by gender (women, men), age and key populations. If these data are not available, please specify this and indicate how the project will fill these gaps. The context should also describe current socio-cultural norms and legislation that hinder access to services (gender equality, human rights);*
* ***Multi-country****: If your project is multi-country, please justify the choice of countries and the added value of the multi-country dimension.*

#### 1.9 Methodology (maximum 3 pages)

*Describe in detail:*

* ***Method****: The method of implementation and the reasons for choosing the proposed methodology;*
* ***Equality and inclusion****: Describe the methodology used to promote gender equality and the differential impact of corruption on women and men. At the very least, the action must put in place a methodology to avoid any negative impact on gender equality;*
* ***Feedback****: If the action is an extension of an existing action, explain how it builds on the results of that action. Give the main conclusions and recommendations of any evaluations carried out;*
* ***Program and coordination****: If the action is part of a wider program, please describe how the action fits into this program or any planned project, or how coordination is ensured. Please outline potential synergies with other initiatives, in particular those of Expertise France ;*
* ***Stakeholders****: Description of the involvement and role of the various actors and stakeholders (local partner(s), target groups, local authorities, etc.) in the action and the reasons why these roles have been assigned to them;*
* ***Organization chart****: The organizational structure and team proposed to implement the action;*
* ***Organizational****: Main resources proposed to implement the action.*

#### 1.10 Project implementation duration and action plan

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

*Cf. Annex C*

#### 1.11 Beneficiaries (maximum 1.5 pages)

**Direct beneficiaries**

* *Identify the organizations, individuals and/or groups of people, including women, who will benefit directly from the project's activities and justify their selection. Indicate their nature, number, gender, age, the key population concerned and the method used to calculate targets.*
* *Indicate their involvement in the construction of this project and briefly explain how direct beneficiaries are actively participating in the project.*

**Indirect beneficiaries**

* *Identifier les personnes et groupes de personnes qui n’ont pas de lien direct avec l’intervention, mais qui bénéficieront indirectement du projet.*
* *Indiquer leur nature, leur nombre, leur sexe, leur âge, la population clé concernée et la méthode de calcul des cibles. Décrire le lien entre les bénéficiaires directs et indirects.*

#### 1.12 Results, activities and evaluation (8 pages maximum)

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

**Anticipated results**

*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)**

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

* Activities relating to Result 1*:*
  + Activity 1.1
* ***Activity title***
* ***Presentation of the activity*** 
  + *Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities, indicating their sequence and interrelationship, and specifying where appropriate the role of each partner in the activities.*
  + *Objective(s), target(s) (women/men, age, key population, duration, format, frequency, resources required and expected results). Indicate how this intervention is gender-sensitive and/or gender-transformative. If necessary, indicate any specific interventions you feel are necessary to address gender inequalities. In the case of training courses, provide details (duration, nature, etc.).*
* ***Description of responsibilities during the implementation of the activity*** *(project leader, partners).* *Describe the complementarity between the activities.*

#### 1.13 Project management

**Project monitoring-evaluation (2 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 (1.5 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 (1 page maximum)**

* ***Steering committee****: 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.*
* ***Roles****: Specify the role of project partners and associates in project coordination.*

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

* ***Communication strategy****: Describe the communications strategy to be implemented in order to showcase the results of the project and promote their dissemination.*
* ***Communication tools****: Describe the communications tools (with the objective of raising awareness, prevention, development, etc.) to be exploited during the project;*
* ***Implementation****: Describe the articulation/integration of the communications strategy and tools in the implementation of the project (activities, objectives, budget, partnerships...).*

#### 1.14 Indicative action plan for project implementation (Annex)

* ***Template****: The action plan should be drawn up in accordance with the template in Appendix C, using the elements set out in section 1.13;*
* ***Duration****: Applicants should not indicate a specific start date for the implementation of the action, but simply state “month 1”, “month 2”, etc. It is recommended that the estimated duration of each activity and of the action as a whole be based on the most likely duration, not the shortest possible duration, taking into account all factors likely to affect the implementation schedule;*
* ***Person responsible for the activity****: The organization responsible for implementation must be either the applicant or one of its partners;*
* ***Period****: Any months or interim periods without activities must be included in the action plan and taken into account when calculating the estimated total duration of the action. The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. To this end, it should be divided into six-month periods (NB: a more detailed action plan for each subsequent year must be submitted prior to any further pre-financing payments, in accordance with the specific terms and conditions of the grant contract).*

#### 1.15 Long-term impact (maximum 1.5 pages)

* ***Prerequisites****: Describe the main prerequisites and assumptions during and after the implementation phase;*
* ***Risk analysis****: 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.*
* ***Long-term impact****: 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?*

#### 1.16 Durability (maximum 1.5 pages)

* ***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.*

#### 1.17 Project budget (Annex)

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

* *The budget for the action (spreadsheet 1) for the total duration of the action;*
* *Budget justification (worksheet 2) for the total duration of the action;*
* *The amount requested from Expertise France, and if applicable, other sources of funding for the total duration of the action (worksheet 3).*

*For further information, see the Call for Projects Regulations.*

*If you are requesting funding for the action in its entirety (without co-financing), you must justify this request by demonstrating that it is essential for carrying out the action.*

*Please list below any in-kind contributions to be provided (please specify), if applicable (maximum 1 page).*

Please note that the cost of the project and the contribution requested from Expertise France must be expressed in EUR.

#### 1.18 Logical framework (Annex)

*Complete Annex C of the Call for Projects Rules*

|  |
| --- |
| 1. **APPLICANT**   *3 pages maximum* |

**2.1. Applicant information**

|  |  |
| --- | --- |
| Organization name |  |
| Acronym |  |
| Registration number (or equivalent) |  |
| Registration date |  |
| Registration place |  |
| Official registration address |  |
| Registration country |  |
| Organization email address |  |
| Legal representative  First name LAST NAME Function |  |
| Home address |  |
| Telephone number:  country prefix + city prefix + number |  |

**2.2. Financial data**

*Please provide the following information, if applicable, based on your organization's management accounts and balance sheet, amounts in thousands of EUR (or other).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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) |
| 2024 |  |  |  |  |  |  |
| 2023 |  |  |  |  |  |  |
| 2022 |  |  |  |  |  |  |
| 2021 (of 2024 not available) |  |  |  |  |  |  |

**2.3 Administrative and financial management**

* *Description of the team currently in charge of the organization's administrative and financial management:*
* *Include number of people, job titles, years of experience. Specify in this list the employees already in place who will be working on the project.*

**2.4 Gender mainstreaming strategy**

* *Indicate whether the organization has a strategy promoting gender equality. Specify whether the organization has a resource person on the theme of equality/inclusion (name and training), and whether the team has been trained (date, duration and type of training).*

**2.5. Applicant experience**

* *Maximum 1 page per action. Please provide a detailed description of the projects your organization has managed over the past 3 years. This information will be used to assess whether you have sufficient and stable experience of managing projects in the same sector and on a scale comparable to that for which you are applying for this grant.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project name: | | Theme(s) : | | | |
| 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) |
| … | … | Applicant  Partner | … | … | … |
| Project objectives and results | | | | | |
|  | | | | | |
| Link(s) to sources (articles, studies, websites) | | | | | |
|  | | | | | |

|  |
| --- |
| 1. **PARTENAIRES DU PROJET**   *4 pages maximum* |

**3.1. Partner description**

*This section must be completed and signed by each partner organization as defined in point 2.1.2 of the Call for Projects Regulations. You must reproduce this table as many times as necessary to add partners.*

|  |  |
| --- | --- |
| Organization name |  |
| Acronym |  |
| Registration number (or equivalent) |  |
| Registration date |  |
| Registration place |  |
| Official registration address |  |
| Registration country |  |
| Organization email address |  |
| Legal representative  First name LAST NAME Function |  |
| Home address |  |
| Telephone number: country prefix + city prefix + number |  |

*Present the complementary nature of the various partners and the history of collaboration between them. Detail how the partners participated in developing the project.*

**2.3 Administrative and financial management**

* *Description of the team currently in charge of the organization's administrative and financial management:*
* *Include number of people, job titles, years of experience. Specify in this list the employees already in place who will be working on the project.*

**2.4 Gender mainstreaming strategy**

* *Indicate whether the organization has a strategy promoting gender equality. Specify whether the organization has a resource person on the theme of equality/inclusion (name and training), and whether the team has been trained (date, duration and type of training).*

**2.5. Applicant experience**

*Maximum 1 page per action. Please provide a detailed description of the projects your organization has managed over the past 3 years. This information will be used to assess whether you have sufficient and stable experience of managing projects in the same sector and on a scale comparable to that for which you are applying for this grant.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project name: | | Theme(s) : | | | |
| 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) |
| … | … | Applicant  Partner | … | … | … |
| Project objectives and results | | | | | |
|  | | | | | |
| Link(s) to sources (articles, studies, websites) | | | | | |
|  | | | | | |

**2.5. 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.

|  |  |
| --- | --- |
| Organization |  |
| Addresse |  |
| Legal representative  *First Name LAST NAME* |  |
| Function |  |
| Email |  |
| 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*

|  |  |
| --- | --- |
| Organization |  |
| Addresse |  |
| Legal representative  *First Name LAST NAME* |  |
| Function |  |
| Email |  |
| Signature |  |
| Date and place |  |

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-1)
2. As applicable, also state the requested contribution as a percentage of the total accepted costs. [↑](#footnote-ref-2)
3. “Target groups” are the groups/entities that will directly benefit from the project with regard to the objectives of the project. [↑](#footnote-ref-3)
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-4)
5. \*\* E.g. non-profit organisation, government body, international organisation. [↑](#footnote-ref-5)
6. “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-6)