Standard Proposal template
REC Action Grants 2019

Administrative forms (Part A)
Project Technical Description (Part B)

Version 2.0
31 January 2019

History of changes

Version	Date	Change	Page
1.0	15/01/2019	▪ First version	
2.0	31/01/2019	▪ Automatized use of resources instead of detailed budget	

Rights, Equality and Citizenship Programme

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

Proposal ID		*Acronym*	**Acronym is mandatory**

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

Acronym | *Acronym is mandatory*

Proposal title | *The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration |

Free keywords | *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract*

Short summary (max. 2,000 characters, with spaces) to clearly explain:
o *Objectives*
o *Activities*
o *Type and number of persons benefiting from the project*
o *Expected results*
o *Type and number of outputs to be produced*
Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.
• *Do not include any confidential information.*
• *Use plain typed text, avoiding formulae and other special characters.*
If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters   2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under Horizon 2020 or any other EU programme(s)?   ○ Yes   ○ No

Proposal ID		Acronym	**Acronym is mandatory**

Declarations

1) The coordinator declares to have the explicit consent of all partners on their participation and on the content of this proposal. Or the single applicant confirms the content of this proposal.	☐
2) The information contained in this proposal is correct and complete. None of the actions foreseen in the proposal have started prior to the date of submission of the current application.	☐

3) The coordinator hereby declares that
   o s/he is fully compliant with the exclusion and eligibility criteria set out in the call for proposals/topic, and has the financial and operational capacity to carry out the proposed actions. S/he also declares that
   o each partner has confirmed that they are fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and they have the financial and operational capacity to carry out the proposed action.
 	
  Or the single applicant declares that
   o s/he is fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and has the financial and operational capacity to carry out the proposed actions.
	☐

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal is to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honor confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the Funding & Tenders Portal privacy statement.

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the EDES privacy statement.

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

2 - Administrative data of participating organisations

PIC   **Legal name**

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Public body ....unknown

Non-profit ....unknown

International organisation ....unknown

International organisation of European interest ....unknown

Secondary or Higher education establishment ....unknown

Research organisation ....unknown

Department(s) carrying out the proposed work

Department 1

Department name

Name of the department/institute carrying out the work.

☐ not applicable

☐ Same as proposing organisation's address

Street
Please enter street name and number.

Town
Please enter the name of the town.

Postcode
Area code.

Country
Please select a country

Example, not to complete

Proposal ID		Acronym	**Acronym is mandatory**	Short name

Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title [   ]   Sex   ○ Male   ○ Female

First name   Last name

E-Mail

Position in org.   [*Please indicate the position of the Contact Point above in the organisation.*]

Department   [*Name of the department/institute carrying out the work.*]   ☐ Same as organisation name

☐ Same as proposing organisation's address

Street   [*Please enter street name and number.*]

Town   [*Please enter the name of the town.*]   Post code   [*Area code.*]

Country   [*Please select a country*]

Website   [   ]

Phone   [*+XXX XXXXXXXX*]   Phone 2   [*+XXX XXXXXXXX*]   Fax   [*+XXX XXXXXXXX*]

| Proposal ID | | | *Acronym* | **Acronym is mandatory** |

3 - Budget for the proposal

No	Name of Beneficiary	Country	Estimated eligible costs								Estimated income	EU contribution		
			A Direct personnel costs / €	B.1 Direct travel costs /€	B.2 Direct subsistence costs /€	C Direct costs of sub-contracting /€	D Direct costs of providing financial support /€	E Other direct costs /€	F Indirect costs /€ 7% of direct costs (sum of budget categories A-E)	G Total costs/€ (A)+(B)+(C)+(D) +(E)+(F)	H Receipts /€	I Reimbursement Rate	J Maximum EU Contribution /€	K Requested EU contribution / € (K<=G-H)
1			0	0	0	0	0	0		0,00	0,00		0,00	0,00
	Total		0	0	0	0	0	0	0,00	0,00	0,00		0,00	0,00

| *Proposal ID* | | *Acronym* | **Acronym is mandatory** |

Validation result

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

Section	**Description**
	The form has not yet been validated, click "Validate Form" to do so!

Justice Programme (JUST)
Rights, Equality and Citizenship Programme (REC)

PROPOSAL (PART B)

[name of call]

[call ID]

IMPORTANT NOTICE

Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and **page limits**:

- page limit: 45 pages

- supporting documents can be provided as an annex and do not count towards the page limit

- minimum font size — Arial 8 points

- page size: A4

- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are not a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your project.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. After you have submitted it, any excess pages will be made invisible and thus disregarded by the evaluators.

⚠ Don't forget to delete this page (it would count to your page limit).

COVER PAGE

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the FTP Submission System. The template to use is available there.

PROJECT	
Project acronym:	[acronym]
Project title:	[title]
Coordinator contact:	[name NAME], [organisation name]

PARTICIPANTS

Please use the same numbering as in part A of the proposal form.
List beneficiaries and linked third parties (affiliated entities).

Number	Role	Name	Short name	Country
1	COO			
2	BEN			
2.1	LTP			
3	BEN			
…				

TABLE OF CONTENTS

1. PROJECT SUMMARY

Project summary

Provide an overall description of your project (including expected impact, outcomes and outputs, activities, number and type of beneficiaries). This summary should give readers a clear idea of what it is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive; not merely provide lists of objectives, activities, beneficiaries and outputs.

⚠ *Please use the same text here and in Part A (Abstract).*

Note: *The summary must always be in English (even if the rest of your proposal is in another EU language (official EU languages are allowed).*

We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Context & overall objectives

Describe the context and overall objectives of your project.

Insert text

Work planned & main achievements

Describe the activities planned and the main achievements expected.

Insert text

Results & impacts

Describe the expected outcome of the project and its expected impact (on target groups, change, procedures, capacities, innovation etc.).

Insert text

2. PROJECT BACKGROUND, NEEDS ASSESSMENT & RELEVANCE

Background

Describe background and context behind the project, including your understanding of the relevant EU policies.

Needs Assessment

Provide a needs assessment. A need is a gap between what is and what should/ would be helpful or useful.

The needs assessment should be your starting point. Specify what needs will be addressed and how they have been identified. It should be specific and focus on the actual needs of the target group. It should include relevant, reliable data and, a robust analysis clearly demonstrating the need for the action (therefore, avoid references to generic statements and information about the problems and needs of the target group).

You can refer to existing research, studies and previous projects that already demonstrate the need for action.

E.g. *There is a lack of reporting for victims of gender-based violence. Therefore, there is a need to train professionals in understanding the reasons behind this so they can empower victims.*

Relevance

Explain how your project relates and contributes to the priorities of the call to which you are applying.

Describe the target groups of this project referring to the needs assessment. Which target group(s) need to be supported/ assisted by/in the project. Why have you chosen to focus on their needs? What EU countries are directly targeted by the project and why have you chosen them?

Clarify to what extent the project builds on synergies with other EU projects. If applicable, explain to what extent your project builds on previous project results in this field (state of play, relation to existing/recent developments, approaches, achievements, other EU programmes).

Recommended characters (5000 with spaces)

Insert text

3. OBJECTIVES, METHODOLOGY & IMPACT

3.1 Objectives, impact & methodology

Project approach

Describe the project approach. You will need to be specific and must use the headings below to structure your response.

Objectives *Define what the specific project objectives are and explain how they respond to the needs/issues/challenges/gaps of the respective cohort (actions to be taken) highlighted in the needs assessment.*

The objectives should be specific, measureable, realistic and achievable within the duration of the project. For example, a sample of 1000 professionals were surveyed as part of the needs assessment and we will target 200 of these professionals as recipients of this project. They have a potential to reach out to 5000 persons in the final target group. We aim to train at least 50% of them in understanding the reasons behind underreporting of violence. This shall result in decreasing the underreporting rate and thus empowerment of victims.

*For each objective, define appropriate indicators as you have listed in **Annex 3**, for measuring progress (including baseline value and target value).*

Impact

Define the expected results (short, medium and long-term) of the project. What tangible and intangible impact will the project have on the target groups? In what way the gap identified will be reduced? How the activities will contribute to improve the situation (difference between starting point/state of play and the situation after the completion of the project?)

Results are immediate changes that materialise for the target groups after the completion of the project (e.g. improved knowledge, increased awareness). Results are different to deliverables. Deliverables are activities undertaken and outputs produced with the resources allocated to the project, e.g. training courses, conferences, manuals, video etc.

Does the project bring innovative solutions?

Methodology

Describe your methodology to achieve the proposed project objectives. Why it is the most suitable approach for implementing the project throughout its lifecycle.

*Methodology is **not** a list of activities but are instruments, approaches that will be used, applied and created. For example, we will host a series of workshops for the 200 professionals to help them to understand the reasons behind underreporting of gender-based violence.*

Recommended characters (6000 with spaces)

Insert text

3.2 Cost effectiveness

Cost effectiveness

Demonstrate that your project represents good value for money and that you aimed for cost efficiency in the estimated budget. You may include any comments of the horizontal nature in relation to the items presented in the

estimated budget.

Recommended characters (1000 with spaces)

Insert text

3.3 European added value & impact on non-EU countries

European dimension

*Illustrate the European dimension of the planned activities: trans-national dimension of the project; impact/interest for a number of countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border **cooperation among EU countries,** contribution to the consistent and coherent implementation of EU law, and to public awareness about the rights deriving from it **etc.***

***Which countries will benefit** from the project (directly and indirectly)? Where will the activities take place?*

Recommended characters (2500 with spaces)

Insert text

Impact on non-EU countries

Not applicable

4. ACTIVITIES & WORK PACKAGES

4.1 Activities & work packages

WORK PACKAGES

This section concerns a detailed description of the project activities to achieve the objectives described in section 3.

*Group your activities into work packages. **A work package means a major sub-division of the project**. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it.The grouping should be logical and guided by identifiable outputs.*

Projects will have a minimum of 2 work packages (work package 1 covering the management and coordination activities and work package 2 for the other project activities).

Work package 1 should cover all activities related to the general management and coordination of the project (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to just one specific work package. Do not try splitting these activities across different work packages.

You can create as many work packages as needed by copying work package 2.

⚠️ *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

Work package 1

Work package 1: Project management & coordination			
Duration months:	MX - MX	**Lead beneficiary:**	1-Short name
Objectives			
▪			
Description of the activities (what, how, where)			
Present a concise overview of the work (planned tasks). Be specific, give a short name for each task and number them (the same list of tasks will have to be used for the division of work).			

Task number (continuous numbering linked to WP)	Task name	Description
1.1		
1.2		

Division of work

Show who is responsible for which tasks (coordinator (COO), beneficiaries (BEN)). Add information on in-kind contributions, associated partner organisations etc.). Use the list of tasks from above.

⚠️ **Note:** *The coordinator remains fully responsible for the coordination tasks even if they are delegated to someone else. Moreover, coordinator tasks can normally not be subcontracted (see Model Grant Agreement).*

Task number (continuous numbering linked to WP)	Task name	Participant		With help of in-kind contrbution/partner organisation (Yes/No and which)
		Name	Role (COO, BEN, LTP, OTHER)	
1.1				
1.2				

Milestones (outputs/outcomes) & deliverables

Milestones are control points in the project that help to chart progress. Deliverables are outputs which can be delivered to us (any format).

Limit the number of milestones and deliverables. Do not include minor sub-items or internal working papers.

Examples of outputs and deliverables for work package 1:

> *Milestones — kick-off meetings, coordination meetings, steering committees*

> *Deliverables — publications, leaflets, progress reports*

Note: *The description should include details on type (publication, e.g. flyer / brochure / working paper / article / press release / slides / CD; website/web-tool; etc.), format (e.g. printed and/or electronic, downloadable),the approximate number of pages and copies of a publication, language.*

For intangible deliverables (such as events, seminars, trainings, workshops, webinars, meetings, conferences, etc.), enter each event as a separate deliverable and link them to the following tangible outputs/results in the 'Description' field of the deliverable: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, minutes/report of the event, training material package, presentations, evaluation report, feedback questionnaire. For tangible deliverables (ex. manuals, toolkits, guides etc.), add in the 'Description' field also the approximate number of pages and the estimated number of copies of a publication. Do not include as deliverables minor sub-items such as internal working papers, draft versions of the materials, internal activity reports.

Note: *For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work*

package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

    Public — fully open (e.g. web)

    Confidential — restricted under the conditions of the grant agreement

    Classified — EU-Classified under Commission Decision No 2015/444

Milestone number (continuous numbering)	Milestone name	Work package number	Lead beneficiary	Means of verification		Due date (month number)	Description
MS1		1					
MS2		1					

Deliverable number (continuous numbering linked to WP)	Deliverable name	Work package number	Lead beneficiary	Type	Dissemination level	Due date (month number)	Description (including format and language)
D1.1		1		*[*R — Document, report*]* *[*DEM — Demonstrator, pilot, prototype, plan design*]* *[*DEC —Website, patent filing, press & media action, video etc*]* *[*DATA — data sets, microdata, etc*]* *[*ORDP — Open Research Data Pilot*]* *[*ETHICS*]* *[*OTHER*]*	*[*Public] *[*Confidential*]* *[*Classified*]*		
D1.2		1		*[*R — Document, report*]* *[*DEM — Demonstrator, pilot, prototype, plan design*]* *[*DEC —Website, patent filing, press & media action, video etc*]* *[*DATA — data sets, microdata, etc*]* *[*ORDP — Open Research Data Pilot*]* *[*ETHICS*]* *[*OTHER*]*	*[*Public] *[*Confidential*]* *[*Classified*]*		

Estimated budget — Resources

Participant	Costs							
	A. Personnel		B.1 Travel	B.2 Subsistence	C. Subcontracting	D. Financial support to third parties	E.1 Equipment	E.2 Other goods and services
	X person months	X EUR	X EUR	X EUR	X EUR	n/a	X EUR	X EUR
	X person months	X EUR	X EUR	X EUR	X EUR	n/a	X EUR	X EUR

Subcontracting

Give details on subcontracted action tasks (if any) and explain the reasons why (as opposed to direct implementation by the participants).

__Note:__ Subcontracting concerns the outsourcing of a part of the action to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the consortium participants to have sufficient operational capacity to implement the project activities themselves. Sub-contracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of key coordinator tasks; see Model Grant Agreement).

Subcontract number (continuous numbering linked to WP)	Subcontract name	Description (including task number to which it is linked)	Estimated costs (EUR)	Justification (why is subcontracting necessary?)	Best-value-for-money (how do you intend to ensure it?)
S1.1					
S1.2					

Other issues: *If subcontracting for the entire project goes beyond 30% of the total eligible costs, give specific reasons.*	*Insert text*

Example, not to complete.

Work package 2: [Name]

Duration months:	MX - MX	Lead beneficiary:		X-Short name

Objectives

List the specific objectives (from section 3.1) to which this work package is linked.

▪

Description of the activities (what, how, where)

Present a concise overview of the work (planned tasks). Be specific, give a short name for each task and number them (the same list of tasks will have to be used for the division of work).

Task number (continuous numbering linked to WP)	Task name	Description
2.1		
2.2		

Division of work

Show who is responsible for which tasks (coordinator (COO), beneficiaries (BEN),), Add information on subcontractors, in-kind contributions, associated partner organisations etc.). Use the list of tasks from above.

Note: *For the definitions of linked third party, subcontracting, etc. (see Model Grant Agreement).*

Task number	Task name	Participant		With help of subcontracting / in-kind contributions / partner organisation (Yes/No and which)
		Name	Role (COO, BEN, LTP, OTHER)	
2.1				

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2.2				

Milestones (outputs/outcomes) & deliverables

Milestones are control points in the project that help to chart progress. Deliverables are outputs which can be delivered to us (any format).

Limit the number of milestones and deliverables. Do not include minor sub-items or internal working papers.

Note: The description should include details on type (publication, e.g. flyer / brochure / working paper / article / press release / slides / CD; website/web-tool; etc), format (e.g. printed and/or electronic, downloadable), the approximate number of pages and copies of a publication, language.

For intangible deliverables (such as events, seminars, trainings, workshops, webinars, meetings, conferences, etc.), enter each event as a separate deliverable and link them to the following tangible outputs/results in the 'Description' field of the deliverable: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, minutes/report of the event, training material package, presentations, evaluation report, feedback questionnaire. For tangible deliverables (ex. manuals, toolkits, guides etc.), add in the 'Description' field also the approximate number of pages and the estimated number of copies of a publication. Do not include as deliverables minor sub-items such as internal working papers, draft versions of the materials, internal activity reports.

Means of verification are how you intend to prove that the milestone has been reached. If appropriate, you can refer to indicators (e.g. laboratory prototype that is 'up and running'; software or webpage that is released and validated by a user group; field survey that is completed and data quality validated).

Note: For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below.Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

    Public — fully open (e.g. web)

    Confidential — restricted under the conditions of the grant agreement

    Classified — EU-Classified under Commission Decision No 2015/444

Milestone number (continuous numbering)	Milestone name	Work package number	Lead beneficiary	Means of verification		Due date (month number)	Description
MS3		2					
MS4		2					

Deliverable number (continuous numbering)	Deliverable name	Work package number	Lead beneficiary	Type	Dissemination level	Due date (month number)	Description (including format and language)
D2.1		2		*[R — Document, report]* *[DEM — Demonstrator, pilot, prototype, plan design] [DEC —Website, patent filing, press & media action, video etc]* *[DATA — data sets,*	*[Public]* *[Confidential]* *[Classified]*		

Example, not to complete

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				microdata, etc] [ORDP — Open Research Data Pilot] [ETHICS] [OTHER]		
D2.2		2		[R — Document, report] [DEM — Demonstrator, pilot, prototype, plan design] [DEC —Website, patent filing, press & media action, video etc] [DATA — data sets, microdata, etc] [ORDP — Open Research Data Pilot] [ETHICS] [OTHER]	[Public] [Confidential] [Classified]	

Estimated budget — Resources

Participant	Costs						
	A. Personnel		B.1 Travel	B.2 Subsistence	C. Subcontracting	D. Financial support to third parties	E.1 Equipment	E.2 Other goods and services
	X person months	X EUR	X EUR	X EUR	X EUR	n/a	X EUR	X EUR
	X person months	X EUR	X EUR	X EUR	X EUR	n/a	X EUR	X EUR

Subcontracting

Give details on subcontracted action tasks (if any) and explain the reasons why (as opposed to direct implementation by the participants).

Note: Subcontracting concerns the outsourcing of a part of the action to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the consortium participants to have sufficient operational capacity to implement the project activities themselves. Sub-contracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest (see Model Grant Agreement).

Subcontract number (continuous numbering linked to WP)	Subcontract name	Description (including task number to which it is linked)	Estimated costs (EUR)	Justification (why is subcontracting necessary?)	Best-value-for-money (how do you intend to ensure it?)
S2.1					
S2.2					

Work package …

To insert additional work packages, copy work package 2 as many times as necessary.

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4.2 Timetable

Timetable

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Activity 1.1 - …	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓														
Activity 1.2 - …							▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓						
Activity …										▓	▓	▓	▓	▓	▓									

Example, not to complete

5. PARTICIPANTS & PROJECT MANAGEMENT

5.1 Participants

Participants
See cover page.

Consortium cooperation & division of roles
⚠ *Not applicable for mono-beneficiary grants (single applicants).*
Describe the consortium (beneficiaries) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How do the members complement each other? *In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.* *Mention how other third parties (subcontractors, partner organisations, third parties giving in-kind contributions, key stakeholders, etc) will be involved.* ***Note****: When building your consortium you should think of organisations that can help you reaching an objective/solving a problem also in relation to the EU countries they are located in.* ***Recommended characters (3500 with spaces)***
Insert text

Project set-up & division of roles
⚠ *Not applicable for multi-beneficiary grants (multi-beneficiary consortium).*
Describe how the beneficiary and third parties (subcontractors, partner organisations, third parties giving in-kind contributions, key stakeholders, etc) will be involved in the project. How will they bring together the necessary expertise? ***Recommended characters (3500 with spaces)***
Insert text

5.2 Project management

Project management)
Explain the overall project management concept, in particular how decisions will be taken and how permanent and effective communication will be ensured. ***Recommended characters (2000 with spaces)***
Insert text

Project teams & staff
Describe the project teams and how they will work together to implement the project. *List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative*

*personnel etc) and describe shortly their tasks. Provide **CVs** of all key staff (Annex 1).*

Recommended characters (1500 with spaces)

Insert text

Risks & risk mitigation measures

Describe possible risks, uncertainties, difficulties related to the implementation and your measures/strategy for addressing them. Indicate for each risk (in the description) probability and impact (high, medium, low).

Risk number	Description of risk	Work package number	Proposed risk-mitigation measures

---

Monitoring & evaluation

Describe how you intend to monitor and evaluate the progress of the project. This includes explaining which quantitative and qualitative indicators you propose to use for the evaluation and coverage of the project activities and results (make reference also to the Annex 3 on indicators).

Explain which quantitative and qualitative indicators you propose to use for the evaluation of the outreach and coverage of the project activities and project results.

Note: *We encourage participants to monitor and evaluate changes in attitudes and behaviour of the target group throughout and after the life of the project. This includes examining the behavioural causes of the issue and its underlying determinants, identifying the encouraged behaviour(s) for each target group, specifying which behavioural solutions will be tested, explaining how the expected results will be evaluated and whether the proposed solutions will be pre-tested before full-scale implementation (see more detailed guidance)*

Recommended characters (3500 with spaces)

Insert text

5.3 Dissemination, communication & visibility

Dissemination, communication & visibility of EU funding

Describe the dissemination and communication activities which are planned in the framework of the project in order to promote the project activities/results and maximise the impact (to whom, which format, how many copies, etc.). Clarify how you will reach the target groups, the relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.
Describe how the visibility of EU funding will be ensured.

Recommended characters (3500 with spaces)

Insert text

5.4 Ethics & security

Ethics

Describe any ethical issues that may arise during the implementation of the project and the measures you intend to take to mitigate them, including with regard to the interactions between projects staff, target groups and persons benefitting from the project.

Gender mainstreaming

Describe how you will ensure gender mainstreaming in the project activities. Gender mainstreaming means integrating a gender perspective in the design, implementation, monitoring and evaluation of a project as appropriate. Project activities should be pro-active and contribute to the equal empowerment of both genders, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender mainstreaming goes beyond counting the number of women and men in a room. In the delivery of project activities gender mainstreaming shall be ensured by monitoring access, participation, and benefits among women and men, and by incorporating remedial action that redresses any gender inequalities in project implementation.

Rights of the child mainstreaming

If your project have a direct or indirect impact on children and their rights, indicate it clearly here. Make sure that your project is based on a child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are promoted, respected, protected and fulfilled. The project should address children as rights holders and should ensure their participation in the design and implementation of the project. For more detailed explanation, see the text of the call.

If your project directly involves children during any of its phases or activities, you are required to provide your child protection policy as Annex 4 (every organisation member of the project consortium whose work involves children needs to have one). In case your project does not involve children now, but should that change during the implementation of the project, submit the child protection policy at the same time when requesting the approval for the change in the project.

The child protection policy document will be carefully assessed and evaluated against the quality award criteria during the selection phase. If Annex 4 is not submitted, if it is very vague,or if it doesn't constitute a proper child protection policy, the points your proposal will be awarded under the quality criteria will be significantly reduced (by half). For more detailed explanation, examples and guidelines on the child proteciton policies, see the text of the call.

Recommended characters (2000 with spaces)

Insert text

Security

Describe security issues that may arise during the implementation of the project and the measures you intend to take to solve/avoid them.

Indicate if there is need for EU-classification of information or any other specific security measures.

Not applicable

5.5 Sustainability & continuation

Sustainability& continuation

Describe the follow-up of the project after the EU funding ends. How will the sustainability of the project impact be ensured?

Which kind of resources/form of collaboration with other entities will be used to take up the project outputs and results? Are there any possible synergies/complementarities with other activities/projects that could reinforce the long-term sustainability of the project?

Recommend characters (1500 with spaces)

Insert text

6. DECLARATIONS

Other EU funding	
Information concerning other EU grants for this project ⚠️ *Please note that there is a strict prohbition of double funding from the EU budget. It is important that you provide full and complete information on all other EU funding for the project.* *Give information on any other grant applications pending or similar projects submitted by your consortium. Name the EU programme, project reference number and title. Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. LIFE+, European Structural and Investment Funds Regional Funds,, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).*	**YES/NO** (add details)
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant.	
Information concerning other funding for this project	
Will the project get any funding from other public sources (EU, national, international)?	
Will the project be part of a set of coordinated/complementary/joint projects which get funding from other public sources (EU, national, international)?	

Information concerning other EU funding in the same policy area

Have any of the participants already benefitted from funding under this EU programme (or previous programmes)? Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. LIFE+, European Structural and Investment Funds Regional Funds,, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).
 	
The labels used mean:
   COO — Coordinator
   BEN — Beneficiary
   LTP — Linked third party/affiliated entity.

Participant	Name of EU Programme	Reference number and title of the project	Period (start and end date)	Role (COO, BEN, LTP, OTHER)	Amount (EUR)	Project website (if any)

Information concerning other EU funding in other policy areas
Have any of the participants benefitted from EU funding in other policy areas in the last 4 years? Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. LIFE+, European Structural and Investment Funds Regional Funds,, European Investment Bank, ISF national programmes, Agricultural Funds, etc.). ***Note:** If the funding was awarded to a group of beneficiaries, mention only the amount awarded to the participant.*

Participant	Name of EU Programme	Reference number and title of the project	Period (start and end date)	Role (COO, BEN, LTP, OTHER)	Amount (EUR)	Project website (if any)

ANNEXES

LIST OF ANNEXES TO BE UPLOADED

CVs (annex 1 to Part B) — mandatory
Annual activity reports (annex 2 to Part B)
Legal basis indicators (annex 3 to Part B) — mandatory
Child protection policy (annex 4 to Part B) — if applicable
Public authority support letter (annex 5 to Part B) — if applicable

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15/01/2019	Initial version
2.0	31/01/2019	Automatized use of resources instead of detailed budget table