**ANNEX 3: GRANT APPLICATION FORM**

Before filling in this form, please read carefully the relevant call for proposals and any other reference documents related to this grant programme available on our site: <https://frontex.europa.eu/about-frontex/grants/>

Frontex may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, if such information or clarification does not substantially change the proposal.

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| **TITLE OF THE CALL FOR PROPOSALS** | **SUPPORT FOR THE IMPLEMENTATION OF THE BASIC TRAINING PROGRAMME FOR THE EUROPEAN STANDING CORPS CATEGORY 1** |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** | 2022/CFP/TRU/02 |
| **DEADLINE** | **30 November 2022** |

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| **SUMMARY OF THE APPLICATION** | |
| Name of the applying institution: |  |
| Planned duration of the Action (start – end date): |  |
| Grant requested from Frontex (in EUR)[[1]](#footnote-2): |  |
| **SUMMARY OF THE ACTIONS (minimum 100 and maximum 200 words).**  **For successful applications, this section may be published, as presented below, in publications used for the promotion and publicity of the Frontex Training Unit grants. You should therefore ensure that it gives a concrete overview of the actions in its content, structure and main characteristics (areas/s covered, institutions involved, structure and length, etc.).** | |
| *Your text here:* | |

By submitting a proposal the applicants accept that in case of an award, certain data such as name, address and grant amount will be published.

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| Date: |  |
| **Name and signature:**  (person authorised to enter into legally binding commitments on behalf of the applicant) |  |

Please add rows if needed.

# I. INFORMATION ON THE APPLICANT

The term “applicant” refers to the legal entity applying for funding.

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| **1 REFERENCES OF THE APPLICANT** |

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| **1.1 APPLICANT** | | | | | | | |
| **1.1.1 IDENTITY OF THE APPLICANT** | | | | | | | |
| Official full name:  (please provide an English version if one exists) | |  | | | | | |
| Acronym (if applicable): | |  | | | | | |
| Official legal form: | |  | | | | | |
| Legal personality[[2]](#footnote-3): | | YES  NO | | | | | |
| Place of establishment or registration:  (Address and country) | |  | | | | | |
| VAT number  (if applicable): | |  | | | | | |
| **1.1.2 CONTACT DETAILS[[3]](#footnote-4)** | | | | | | | |
| **OFFICIAL ADDRESS** | | | | | | | |
| Street address: | |  | | | | | |
| Postcode: | |  | | | | | |
| City/Town: | |  | | | | | |
| Country: | |  | | | | | |
| Telephone: | |  | | | | | |
| E-mail address: | |  | | | | | |
| Website: | |  | | | | | |
| **ADDRESS FOR CORRESPONDENCE (if different than official address)** | | | | | | | |
| Street address: |  | | | | | | |
| Postcode: |  | | | | | | |
| City/Town: |  | | | | | | |
| Country: |  | | | | | | |
| **1.1.3 CONTACT PERSON (PERSON RESPONSIBLE FOR MANAGEMENT OF THE PROPOSAL)[[4]](#footnote-5)** | | | | | | | |
| First name: | |  | | | | | |
| Family name: | |  | | | | | |
| Position/Function: | |  | | | | | |
| Telephone: | | + | | Mobile: | | + | |
| E-mail address: | |  | | | | | |
| **1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** | | | | | | | |
| First name: | |  | | | | | |
| Family name: | |  | | | | | |
| Position/Function/  Mandate: | |  | | | | | |
| Telephone: | | + | | | Mobile: | | + |
| E-mail address: | |  | | | | | |
| **1.1.5 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES** | | | | | | | |
| Please indicate the legal status by **ticking all relevant options** (one or several if applicable)  Public body  Education and training establishment  Other (please specify) | | | | | | | |
| **1.1.6 Description of the applicant’s activities and general aims related to the implementation of the Basic Training Programme for the European Standing Corps Category 1. Please include information with respect to the eligibility criteria indicated in the section 6 of the call for proposals (minimum 100 and maximum 200 words)** | | | | | | | |
| *Your text here:* | | | | | | | |
| **1.1.7 BANK DETAILS OF APPLICANT NO. 1 (THE COORDINATOR)** | | | | | | | |
| 1.1.7.1 For applicants who have **never submitted** the relevant Financial Identification Form to Frontex or another EU institution | | | | | | | |
| The bank details are attached in the Financial Identification Form (Annex 6). | | | | | | | |
| 1.1.7.2 For applicants who have **submitted the relevant** Financial Identification **Form** to Frontex or another EU institution **in the past** and their account is registered – please indicate the details of the bank account: | | | | | | | |
| Name of the Bank Account Holder: | | |  | | | | |
| Name of the Bank: | | |  | | | | |
| Address of the Bank: | | |  | | | | |
| IBAN: | | |  | | | | |
| Payment reference: | | |  | | | | |

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| **2. OPERATIONAL AND FINANCIAL CAPACITY** |

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| **2.1 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTIONS** |
| The applicant/s confirms its operational capacity, as required in the call for proposals, by signing the Declaration on honour (Annex 5).  CVs of key staff who will be involved in the actions are attached to the application as a proof of its capacity to implement them effectively. |
| **2.2 FINANCIAL CAPACITY** |
| The applicant/s confirms its financial capacity, as required in the call for proposals, by signing the Declaration on honour (Annex 5). |

# II. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED

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| **1 DESCRIPTION OF THE PROPOSED ACTIONS** |

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| **1.1 RELEVANCE OF THE PROPOSAL** | |
| Please describe how the proposed activities will contribute to achieving the objectives of the call and providing support for the timely implementation of the Basic Training Programme for the Standing Corps Category 1 in line with the calendar (Annex 12) and the Technical Requirements for the implementation of the programme (Annex 1, 2, 14 and 15). *(minimum 150 words)*. | |
| *Your text here:* | |
| Please describe how the proposal addresses the objectives of the call and the selected actions and meets the expected results *(minimum 150 words).* | |
| *Your text here:* | |
| Please describe how the planned activities are prioritized to start urgently and facilitate removing bottlenecks and contributing to the implementation without delay of the Basic Training programme for the Standing Corps Category 1 *(minimum 150 words).* | |
| *Your text here:* | |
| **1.2 QUALITY OF THE PROPOSED ACTIONS** | |
| Please describe the actions’ plan and activities as well as how they will lead to the achievement of the objectives and results, and how they contribute to the successful implementation of the Basic Training Programme for the Standing Corps Category 1. Please describe the proposed methodology; include the aspects of quality, feasibility and adequacy for achieving the proposed results. *(minimum 200 words)*. | |
| *Your text here:*   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Months of implementation  Activity | Feb 2023 | Mar 2023 | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug  2023 | Sep  2023 | Oct 2023 | Nov 2023 | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | |
| Please describe the strategy for risk management, including the indicators to assess the success of the activities *(minimum 150 words).* | |
| *Your text here:* |
| **1.3 COST-EFFICIENCY** | |
| Please describe the unit cost per learner per iteration based on sound statistical data with a specific description and quantification of the effect resulting from the economy of scale. The proposed unit cost should follow the methodology described in Annex 13.  Please note that each learner will be granted approximately three weeks of holidays during the implementation of the BTP. Therefore, the catering costs shall be reduced proportionally in the estimated budget *(minimum 200 words).* | |
| *Your text here:* | |
| **1.4 QUALITY AND AVAILABILITY OF THE PROPOSED TECHNICAL INFRASTRUCTURE, SPECIFIC TRAINERS, TRAINING EQUIPMENT AND ADMINISTRATIVE AND LOGISTICAL SUPPORT** | |
| Please describe how the proposed training infrastructure and training equipment meet the requirements and the quality standards identified by the Agency in the Technical Requirements for the implementation of the Basic Training Programme for the Standing Corps Category 1 (Annex 1, 2, 14 and 15) **as well as how the proposed equipment and facilities are going to be timely available and fully operating before the start of the module for which they are needed** *(minimum 150 words).* | |
| *Your text here:* | |
| Please describe how the fast WIFI access is going to be ensured in the classrooms and the accommodation areas for the learners *(minimum 150 words).* | |
| *Your text here:* | |
| Please list the experts proposed to provide administrative and logistical support for the implementation of the Basic Training Programme for the Standing Corps Category 1, indicating their knowledge, skills and competences related to this task as well as their level of knowledge of the English language (Annex 2) *(minimum 150 words).* | |
| *Your text here:* | |
| Please list the trainers (including specific trainers for areas likes physical education, shooting and tactical driving**)** proposed to provide support for the implementation of the Basic Training Programme for the Standing Corps Category 1, taking their knowledge, skills and competences in the subject area of the Action (Annex 2) *(minimum 150 words).* | |
| *Your text here:* | |
| **1.5 QUALITY OF THE PROPOSED ACCOMMODATION AND FULL BOARDING** | |
| Please describe how the proposed accommodation options meet the quality requirements identified by the Agency in the Technical Requirements for the implementation of the programme (Annex 1, 14 and 15) *(minimum 150 words).* | |
| *Your text here:* | |
| Please describe how the proposed full board meals meet the quality requirements identified by the Agency in the Technical Requirements for the implementation of the programme (Annex 1, 14 and 15), *(minimum 150 words).* | |
| *Your text here:* | |
| Please describe how the proposed logistical and administrative support meets the quality standards identified by the Agency in the Technical Requirements for the implementation of the programme (Annex 1, 2, 14 and 15). Please list the expert(s) proposed to provide logistical and administrative support for the implementation of the Basic Training Programme for the Standing Corps Category 1, indicating their knowledge, skills and competences related to this task as well as their level of knowledge of the English language (Annex 2) *(minimum 150 words).* | |
| *Your text here:* | |

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| **3 2 ESTIMATED BUDGET** |
| Please fill in the Annex 4.  Applications must include a detailed estimated budget, in balance, in which all costs and contributions are given in euros. |

# III. ADDITIONAL FUNDING

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| **APPLICATION, GRANT OR ANY OTHER EU FUNDING** – To be specified for each of the applications or obtained grants in the current or previous years (add columns if necessary) | | |
|  | Programme 1 | Programme 2 |
| Name of the applicant |  |  |
| Title of the action (or part of the action) |  |  |
| Union Programme concerned |  |  |
| Union Institution or Body/Agency to which the application was submitted or which took the award decision |  |  |
| Year of award or application and duration of the operation |  |  |
| Value of the application, grant or other funding |  |  |

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| **LEGAL NOTICE**  The applicant must inform Frontex if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or Bodies/Agencies is approved after the submission of this grant application. |

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| If processing your reply to the call for proposals involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.  Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by Head of Training Unit. Details concerning the processing of personal data are available on the privacy statement annexed to the call for proposals. |

Annexes:

* Estimated budget (Annex 4)
* Declaration on honour by the applicant (Annex 5)
* Financial Identification Form (Annex 6)
* Legal Entity Form (Annex 7)
* Letter of Commitment (Annex 8)
* If needed, CVs of the experts, trainers, key staff involved in the implementation of the BTP[[5]](#footnote-6)

# CHECK-LIST FOR APPLICANTS

Before submitting the application, applicants are requested to verify that their application meets the criteria specified below.

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| The application is sent no later than the deadline for submitting applications specified in section 3 of the call for proposals. |  |
| A notification email confirming application’s submission is sent to [TRU.EBCGSC.grants@frontex.europa.eu](mailto:TRU.EBCGSC.grants@frontex.europa.eu) |  |
| The application is submitted in English, on the correct form, and dated. |  |
| All sections of the application form have been completed in accordance with the requirements set in the call for proposals. |  |
| The application is signed by the person authorised to enter into legally binding commitments on behalf of the applicant. |  |
| The application is submitted in 2 copies (one original and one copy not stapled). |  |
| The applicant fulfils the eligibility criteria set out in sections 6.1, 6.2, 6.3 and 6.4 of the call. |  |
| The maximum duration of the actions is 9 months. |  |
| The planned end date of the actions is November 2023. |  |
| The budget annex has been duly filled in, in accordance with the requirements set out in the call and is attached. |  |
| The declaration on honour has been signed and attached. |  |
| The Financial Identification Form is filled in and attached to the application (concerns only those applicants who have not submitted the form to Frontex before or who wish to provide new bank account details for the purpose of the project). |  |
| The Legal Entity Form is filled in and attached to the application (concerns only those applicants who have not submitted the form to Frontex before). |  |
| The key staff/ experts’/ trainers CVs ‘(if needed) are attached as set out in the call. |  |
| The Letter of Commitment has been signed and attached. |  |
| The application meets the submission arrangements set out in the call (point 14 of the call). |  |

1. The amount should be the same as in the Annex 3 – Estimated budget. [↑](#footnote-ref-2)
2. Legal personality is understood as an applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. The legal details are presented in the attached Legal Entity Form. [↑](#footnote-ref-3)
3. Frontex must be notified of any change to the contact details in writing. Frontex will not be held responsible if it cannot contact an applicant. [↑](#footnote-ref-4)
4. Frontex must be notified in writing of change of the contact person. Frontex will not be held responsible if it cannot contact an applicant. [↑](#footnote-ref-5)
5. The attached CVs should only contain information that is relevant for the selection and award criteria and shall not exceed 3 pages. The CVs shall be drawn up by using the Europass format, see: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions> [↑](#footnote-ref-6)