**ANNEX 1: APPLICATION FORM**

Before filling in this form, please read carefully the relevant call for proposals and any other reference documents related to Call for Proposals for Framework Partnership Agreements No 2023/CFP/POST/02, 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** | CALL FOR PROPOSALS FOR A FRAMEWORK PARTNERSHIP AGREEMENT TO PROVIDE REINTEGRATION SERVICES TO NON-EU NATIONALS RETURNING TO THEIR COUNTRIES OF ORIGIN |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** | 2023/CFP/POST/02 |
| **DEADLINE** | **28 May 2023** |

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| **SUMMARY OF THE APPLICATION** | |
| Name of the applying organization: |  |
| Estimated budget (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 POST-Return Unit FPAs/grants. You should therefore ensure that it gives a concrete overview of the actions in its content, structure and main characteristics (areas/s covered, organizations involved, structure and length, etc.).** | |
| *Your text here:* | |

# I. INFORMATION ON THE APPLICANT

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

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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)  Non-profit Organization  International Organization  European Member State or Schengen Associated Country National Authority  Other (please specify) | | | | | | | |
| **1.1.6 Description of the applicant’s activities and general aims related to the provision of reintegration services to non-EU nationals returning to their countries of origin. Please include information with respect to the eligibility criteria indicated in the section 6 of the call (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 honor (Annex 6).  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 honor (Annex 6). |

# II. INFORMATION ON THE ACTION

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| **1 1 STRATEGIC ACTION PLAN** |
| Applicants shall submit a **Strategic Action Plan (Annex 10)** for period 2023 – 2026 which shall define the broad strategic approach and explain how the specific objectives will be achieved. It shall also include a preliminary estimated budget for the 2023 – 2026 period. This plan shall be annexed to the FPA. |

Check the box in front of all of the countries of return in which you can provide reintegration services as described in section 7.2 of this call:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Third Country |  | Third Country |  | Third Country |  | Third Country |
| ☐ | Argentina | ☐ | Colombia | ☐ | Liberia | ☐ | South Sudan |
| ☐ | Azerbaijan | ☐ | Comoros | ☐ | Libya | ☐ | Sudan |
| ☐ | Belarus | ☐ | Cuba | ☐ | Mali | ☐ | Suriname |
| ☐ | Benin | ☐ | Djibouti | ☐ | Mauritania | ☐ | Thailand |
| ☐ | Bosnia and Herzegovina | ☐ | Eritrea | ☐ | Montenegro | ☐ | Togo |
| ☐ | Burkina Faso | ☐ | Guatemala | ☐ | Myanmar | ☐ | Uganda |
| ☐ | Burundi | ☐ | Honduras | ☐ | Niger | ☐ | Uzbekistan |
| ☐ | Cape Verde | ☐ | Iran | ☐ | Rwanda | ☐ | Venezuela |
| ☐ | Chile | ☐ | Ivory Coast | ☐ | Senegal | ☐ | Yemen |
| ☐ | China | ☐ | Lebanon | ☐ | Sierra Leone | ☐ |  |

**Supporting Documents to be attached to the application:**

Please provide a link to the public documents and a copy for the rest, as described in section 6.1 of the Call for Proposals for FPA:

* Mission and Values:
  + The mission statement of the organisation is publicly available
  + The mission statement of the organisation includes principles of equal treatment and confidentiality
  + The mission statement of the organisation includes social objectives
  + The organisation has written guidelines on impartiality and non-discrimination that are applicable to all staff
  + The organisation has written Data Protection guidelines on how to safely handle and protect personal data of returnees and that they are GDPR compliant
  + The organisation has a clear complaint procedure that is accessible to the beneficiaries of their services including returnees

As described in section 6.1 Eligible applicants of the Call for Proposals for FPA:

* a copy of the certificate of official registration or other official document attesting the establishment of the entity;
* a copy of the articles of association/founding act/statutes or equivalent;
* a copy of a document confirming the applicant's tax or VAT number

As described in section 8.2 Operational Capacity – for the organization in general of the Call for Proposals for FPA:

* Curriculum Vitae or description of the profile of the people primarily responsible for managing and implementing the operation;
* Organigram of the organization to highlight the following:
  + Number of full-time equivalents (FTE) that the Reintegration Partner has to perform the activities related to this call.
  + Formal structure with staff members assigned to
    - Contract management
    - Operations
    - Supporting services (HR, Finance)
  + Proportion (%) of staff working on the activities related to this call that have:
    - Social care profile
    - Management profile
    - Business/economic profile
    - Healthcare/psychotherapy profile
  + Proportion (%) of staff that has more than 2 years of experience in reintegration assistance planning
* A list of previous projects and activities performed and connected to the provision of reintegration assistance; By providing this list of previous projects you hereby agree that Frontex can contact the project management teams and ask for references.

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

Any supporting documents that are not in English should be accompanied by a certified translation. Documents that are not translated will be disregarded.

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)