Before filling in this form, please read carefully the relevant Call for proposals and any other reference documents related to this grants 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.

**GRANT APPLICATION FORM FOR**

**"GRANT FOR A PROJECT"**

**Deadline: 20 July 2018**

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| **PROGRAMME CONCERNED** |
| **Development of products and tools for training related to selected topics within Integrated Border Management**  |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** |
| 2018/CFP/TRU/01 |
| **SUMMARY OF THE APPLICATION** |
| Identity of the Coordinator:  |
| *Your text here:* |
| Please mark the selected priority: | [ ]  **Priority 1**: Prevention and detection of cross-border crime, such as but not limited to: migrant smuggling, trafficking in human beings, exploitation of children, terrorism, document fraud.[ ]  **Priority 2:** Development of joint risk analysis based on the Common Integrated Risk Analysis Model (CIRAM).[ ]  **Priority 3:** Development of a national quality control mechanism[ ]  **Priority 4:** Development of technical capacity to carry out Forced Returns. |
| TITLE OF THE PROJECT |
| *Your text here:* |
| SUMMARY OF THE PROJECT (between 100 and 200 words) |
| *Your text here:* |
| Planned duration of the project (start-end dates):  |  |
| Requested amount (in EUR):  |  |

By submitting a proposal the applicants accept that in case of award certain data like name, address and grant amount (among others) will be published.

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| --- | --- |
| Date: |  |
| **Signature:**(by the person authorised to enter into legally binding commitments on behalf of the applicant) |  |

# 1. INFORMATION ON THE APPLICANT

The term “applicant” refers to the legal entity applying for funding. Under this Call, the term covers a consortium of entities (applying jointly). A consortium must appoint one member (Coordinator) who is in charge of sending the proposal on behalf of the consortium.

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| **1.1 REFERENCES OF THE APPLICANT (COORDINATOR)** |
| **1.1.1 IDENTITY OF THE APPLICANT** |
| Official name in full *(please provide an English version if one exists)*: |
| *Your text here:* |
| Official legal form:  |  |
| Legal personality[[1]](#footnote-2): | [ ]  YES [ ]  NO | Acronym (if applicable): |  |
| Place of establishment or registration (Address and country): |
| *Your text here:* |
| VAT number (if applicable):  |  |

The legal details are attached in the Legal Entity Form [in the annex]. Only applicants who have never submitted a Legal Entity Form to Frontex in the past are requested to provide the form.

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| **1.1.2 CONTACT DETAILS** |
| Street address: |  |
| Postcode: |  |
| City: |  |
| Region (if applicable): |  |
| Country: |  |
| Telephone:  |  |
| Mobile:  |  |
| E-mail address: |  |
| Website:  |  |

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.

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| **1.1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL**  |
| Family name:  |  | First Name: |  |
| Position/Function: |  |
| Telephone:  |  | Mobile: |  |
| Fax: |  |
| E-mail address: |  |

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| **1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name:  |  | First Name: |  |
| Position/Function/Mandate: |  |
| Telephone:  |  | Mobile: |  |
| Fax: |  |
| E-mail address: |  |

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| **1.1.5 REFERENCES OF OTHER APPLICANTS**  |
| **1.1.5.1 IDENTITY OF OTHER APPLICANTS** |
| Official name in full *(please provide an English version if one exists)*: |
| *Your text here:* |
| Official legal form:  |  |
| Legal personality[[2]](#footnote-3): | [ ]  YES [ ]  NO | Acronym (if applicable): |  |
| Place of establishment or registration (Address and country): |
| *Your text here:* |

If there are more applicants, please repeat the above table as necessary.

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| **1.2 BANK DETAILS OF THE COORDINATOR** |
| 1.2.1 For applicants who have **never submitted** the relevant Financial Identification Form to Frontex or other EU institution |
| The bank details are attached in the Financial Identification Form.  |
| 1.2.2 For applicants who have **submitted the relevant** Financial Identification **Form** to Frontex or other 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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| **1.3 PROFILE OF THE APPLICANT** |
| **1.3.1 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES** |
| The applicant (Coordinator) shall state its legal status by ticking one or several options[ ]  Public body [ ]  Research Centre/Institute[ ]  Educational and training establishment [ ]  Other (please specify)  |
| Please indicate the legal status of other applicantsOfficial name: ………………………………………………………………………………………………………………………………………………………..[ ]  Public body [ ]  Research Centre/Institute[ ]  Educational and training establishment [ ]  Other (please specify) *Please copy and repeat the checkboxes if there are any additional applicants.*  |
| **1.3.2 Description of the applicants’ activities and general aims related to education and training of border and coast guards. Please include information about all applicants (max. 10 lines per applicant)** |
| *Your text here:* |

# 2. OPERATIONAL AND FINANCIAL CAPACITY

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| **2.1 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION**  |
| The applicant confirms its operational capacity, as required in the Call for Proposals, by signing the Declaration on honour (annex to the application form). |
| **2.2 FINANCIAL CAPACITY**  |
| The applicant confirms its operational capacity, as required in the Call for Proposals, by signing the Declaration on honour (annex to the application form). |

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

(**Please note: Section 3 including replies by the grant beneficiary should not exceed 10 pages**)

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| **3.1 DESCRIPTION OF THE PROJECT**  |
| **3.1.1 RELEVANCE OF THE PROJECT**  |
| Please describe how the proposed tools/products will contribute to achieving the objectives of the call and enhancing the skills and competencies of border and/or coast guards: |
| *Your text here:* |
| Please describe how the project addresses the objectives of the Call and the selected call priority: |
| *Your text here:* |
| Please describe how the planned implementation of tools/products is in line with the established curricula of the training institutions, which are already harmonised with Frontex common curricula: |
| *Your text here:* |
| Please describe how the tools/products will be used as an integral part of a course which was designed with specific learning outcomes in line with the Sectoral Qualifications Framework for Border Guarding:  |
| *Your text here:* |
| **3.1.2 PROJECT DESIGN AND IMPLEMENTATION**  |
| Please describe the project plan and activities as well as how the planned activities are leading to the achievement of the objectives and results. Please describe the proposed methodology, include the aspects of quality, feasibility and adequacy for achieving the proposed results. Please also refer to the relevant and applicable phases (i.e. preparation, design, development, implementation, evaluation, and dissemination) in the timetable below to present the schedule of activities: |
| *Your text here:* |
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| Month of implement. (1-12)Activity | Oct 2018 | Nov 2018 | Dec 2018 | Jan 2019 | Feb2019 | Mar2019 | Apr 2019 | May 2019 | Jun 2019 | Jul 2019 | Aug 2019 | Sep 2019 |
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| Please explain the budget. Please describe resources for each activity, including information on tasks, roles and financial resources allocated, subcontracting and sources of funding: |
| *Your text here:* |
| Please describe how the project guarantees opportunities for all the beneficiary countries to use the planned tool/product. |
| *Your text here:* |
| Please describe how the innovative learning approaches will be integrated in the development of the proposed tools/products for addressing relevant target groups. |
| *Your text here:* |
| Please describe identified risks and the measures to address them: |
| *Your text here:* |
| **3.1.3 PROJECT TEAM**  |
| Please describe the role of each applicant and their contribution to delivering quality and to the achievement of the Call and project objectives and the selected priority: |
| *Your text here:* |
| Please describe the fields of expertise of the consortium members (including allocated time and input) and how they are complementary and of added value for the implementation of the project:  |
| *Your text here:* |
| Please describe the consortium cooperation arrangements and how tasks are distributed within the consortium members and how knowledge on the topic and educational/training within the project team is ensured: |
| *Your text here:* |
| Please list the experts (internal and/or external)[[3]](#footnote-4) and their role and tasks in the project implementation: |
| *Your text here:* |
| Please provide information on how you are planning to implement tools/products on the regional or European level: |
| *Your text here:* |
| **3.1.4 IMPACT AND SUSTAINABILITY** |
| Please describe the impact the project may/will have on the education and training for border and/or coast guards. Please outline how it may help them perform their tasks and duties, being able to collaborate and cooperate with their colleagues at European level: |
| *Your text here:* |
| Please describe how the project outcomes will support the sustainable development of education and training for border and coast guards and contribute to national and European long-term strategic objectives in the field of Integrated Border Management: |
| *Your text here:* |
| Please describe the dissemination and communication plan, including information on the resources to ensure a high quality dissemination of the experiences and results gained during the project by reaching the relevant target group(s) as well as relevant stakeholders: |
| *Your text here:* |
| **3.2 Planned duration of the project** (in months): |
| **Planned starting date:** | *DD.MM.YYYY* |
| **Planned end date:** | *DD.MM.YYYY* |
| **Estimated duration in months:** |  |

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| **3 3.3 BUDGET** |
| Estimated budget and sources of funding. Please fill in the relevant annexes. Applications must include a detailed estimated budget in balance in which all costs and contributions are given in euros. Applicants from Member States outside the euro zone may use the monthly rate published on the Commission's website at <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm> for the month in which they are submitting the application. |

# 4. ADDITIONAL FUNDING

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| **4.1 UNION FUNDING**  |
| **4.1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION** |
| Has the applicant (including any member of the consortium) received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year? [ ]  NO[ ]  YES – Continue to the following table |

|  |
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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 (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. 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 Frontex. Details concerning the processing of personal data are available on the privacy statement annexed to the Call for proposals. |

Annexes:

* Estimated budget and sources of funding
* Declaration on honour by the applicant
* Financial Identification Form
* Legal Entity Form
* CVs of the experts
* Mandate letters

# CHECK-LIST FOR APPLICANTS

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

|  |  |
| --- | --- |
| The application is sent no later than the deadline for submitting applications specified in point 3 of the Call for proposals. | **[ ]**  |
| The application is submitted in writing 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). | **[ ]**  |
| The applicant fulfils the eligibility criteria set out in point 6 of the Call. | **[ ]**  |
| The application addresses at least one of the 4 priorities set out in point 2.2 of the Call. | **[ ]**  |
| The maximum duration of the project is 12 months. | **[ ]**  |
| The planned end date of the project is 30 September 2019 or before. | **[ ]**  |
| The requested Frontex contribution does not exceed EUR 60,000. | **[ ]**  |
| The requested Frontex contribution does not exceed 95% of the eligible costs of the project. | **[ ]**  |
| The budget annex has been duly filled in (including Sources of funding) 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 experts’ CVs are attached as set out in point 9 of the Call. | **[ ]**  |
| The mandate letters for each applicant have been signed and attached.  | **[ ]**  |
| The application meets the submission arrangements set out in the Call (point 14 of the Call). | **[ ]**  |

1. Legal personality is understood as an applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#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. [↑](#footnote-ref-3)
3. *For the purpose of this Call for proposals ‘external expert’ means an expert who is not working for the applicant organisations.* [↑](#footnote-ref-4)