



The Sub-Grants Scheme – SGS

CALL FOR PROPOSALS

ROUND II

Contributing in the Amelioration of Human Rights Standards in and out the Penitentiary System in Albania

Sub Granting Authority: Tirana Legal Aid Services (TLAS)

Reference - EIDHR/2018/041-027 and EIDHR/2019/041-337

Deadline for submission of the full proposal: 27 November 2020

All applicants are encouraged to inform the Sub granting Authority whether they intend to submit an application for this Call for Proposals by sending an email to

eidhr.tlas@gmail.com

by 20th of November, 2020.

This is not obligatory and does not affect the evaluation of the application. However, it will enable TLAS to mobilise the necessary resources for the evaluation of the applications.

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I. PREFACE

This is an open Call for Proposals, where all documents are submitted together. Therefore, applicants are required to carefully read the required documentation. In the first instance, only the eligibility will be checked. Eligibility will be checked based on the supporting documents requested by Sub Granting Authority and sent together with the application.

1. SUBGRANTING SUPPORT SCHEME (SGSS) IN CONTRIBUTING IN THE AMELIORATION OF HUMAN RIGHTS STANDARDS IN AND OUT THE PENITENTIARY SYSTEM IN ALBANIA

1.1 Background

This call for Proposals is based on the **Sub Grant Operational Manual** developed by Tirana Legal Aid Society (TLAS). The Manual outlines the operational guidelines and procedures applicable to the present Call; in reference with the Sub Grant Support Scheme (SGSS) embedded in the Project, “Contributing in the Amelioration of Human Rights Standards in and out Penitentiary System in Albania” (hereafter called “The Project”). EU in Albania, under European Instrument for Democracy and Human Rights (EIDHR) Country based support scheme component References - EIDHR/2018/041-027 and EIDHR/2019/041-337.

The Sub Grant Operational Manual with the function of Guidelines for Applicants is for consultation on the following internet sites:

<http://www.tlas.org.al/sq/announcements>

Soft or hard copies of the Sub Grant Operational Manual will be also available at TLAS office in Tirana or through email (please send an email requesting it at <mailto:eidhr.tlas@gmail.com>).

1.2 Objective of the CALL and priority issues

The **general objective** of this Call for Proposals is: “*To promote respect for human rights and fundamental freedoms for persons in conflict with law in Albania through an active involvement of the civil society actors*”. The **specific objective(s)** of this Call for Proposals is to support different human rights-based initiatives and to strengthen the role of civil actors in promoting a functional penitentiary system of protection and prevention for persons deprived of their liberties and upon release, in full compliance with European standards and recognised international principles, by introducing an interactive platform to support CSO active in the field of human rights education & litigation and all-of-government preventive approach & engagement of civil society organizations in prison & probation settings .

Location

Actions must take place in Albania, where particular focus will be given to districts where prior activities and beneficiaries have been accomplished, i.e. Tirana (including Kavaja), Korça (Drenova), Vlora, Shkodra (Reç), Elbasan and Lezha, taking into consideration areas where penitentiary institutions are located **and therefore will be given an advantage under relevance of the action** (Section 1 of evaluation grid for Proposal).

Priorities sectors or themes:

Type of actions:

Actions must be aimed at addressing one of the following themes:

1. **An interactive platform to support CSO active in the field of human rights education and litigation, as part of the Program' Campaign dedicated on European human rights standards for persons' deprived of their liberties and good practices**
2. **All-of-government approach and engagement of civil society organizations in prison and probation settings enhanced, in particular in the field of fostering the crime prevention approach, that enables advocacy for sustainable change in the legal and institutional framework for the protection of human rights**

Type of activities: Example of field of intervention (this is non- exhaustive list)

Activities (non-exhaustive) for which an application may be submitted:

- *Design a campaign dedicated on European human rights standards for CSOs which work with detainees, citizens in probation services, and their families: intending the mobilisation of communities that are impacted either due to high level of criminality, in the six the geographic settings of the program and, furthermore as an opportunity that maintain engagement with various law enforcement institutions such as prison and police, courts, probation, schools etc. The campaign will be developed based on themes and case law, litigation cases that empower promotion of European human rights standards for persons' deprived of their liberties and good practices.*
- *Production and launching of the Audio-Video documentaries on: i) Importance of Vocational education and training; b) Organization of time during the serving of prison sentence; c) Alternative upon release from prison; intending to combine PR and communication activities with services and direct human stories from families, individuals who have benefitted from the Program. A specific requirement will be the production of documentaries with English subtitles and in formats convertible and easy-to-upload, accordingly:

 - 1) *Importance of Vocational education and training* (showing experiences from program activities).
 - 2) *Organization of time during the serving of prison sentence: (showing experiences from juvenile offenders).*
 - 3) *Alternative upon release from prison* (experiences from inmates who benefit from probation and are currently working and supporting community)*
- *Implement advocacy actions that aim at maintaining positive pressure on all-of-government approaches for better material condition, humane and dignified treatment: intending to coordinate a set of thematic public events dedicated to community crime prevention and potentiate various good practices.*
- *Provision of legal and psychological support to detained people: intending to identify vulnerable categories of prisoners for better access to justice and rehabilitation services; promote networking and collaboration for a consolidated system of effective responses to persons deprived of their liberties; that includes also families of these target groups. Working towards a consolidated case system that provides grounds for the identification of strategic litigation cases is an added value.*
- *Assisting efforts towards vocational education: intending to help prisoners under pre-release programs to effectively use education and training, enabling for life upon detention; exploring innovative ideas and actions that provide good practices upon release, and creating a positive record of reducing recidivism. Particular attention to prisoners with short sentences, or under pre-release programs. such data and information may be facilitated through official data provided by the General Prisons*

Directorate. Prior agreements or actual agreements of cooperation with the GPD are an added value.

Duration:

The planned duration of **Lot 2- Small sub grants** may be up to 10 months.

1.3 Financial Allocation

Indicative number of sub-grants to be funded:

Each sub grant Applications under this Call must fall under the following Lots:

Lot 2: Small-size, Up to 4 Mid-size sub-grants that must fall between the minimum amounts of EUR 10,000 and the maximum amount of EUR 15,000; The call for proposal will be launched in **2 November, 2020**.

Each applicant may not submit more than one (1) application under each Call for Proposals (Round).

Co-funding

The sub-granting scheme will award **100% of eligible cost** for a maximum of **105,000 (one hundred five thousand)** within the required limits and until the funds are available. The project will fund 100% of the project budget through Sub Grant Support Scheme (SGSS).

Financial support to third parties

Applicants may not delegate or transfer parts of the implementation/finances of the project to third parties in order to help achieving the objectives of the operation, or propose to fund other third parties through the implementation of the project.

2. RULES FOR THIS CALL FOR PROPOSALS

2.1 Eligibility Criteria

There are three sets of eligibility criteria relating to **Chapter 3 of SG Operational Manual- SG OM** available in the following internet web site <http://tlas.org.al>):

- a) *The Applicant*, i.e. the entity submitting the application form (3.1 SG OM)
- b) *The Actions*: for which a sub grant may be awarded (3.2- 3.3 SG OM)
- c) *The costs*: types of costs that may be taken into account in setting the amount of the grant (3.4 SG OM)

2.2. How to apply and procedures to follow

In order to be eligible for a sub grant, the applicant must be a Civil Society Organization established and acting in the territory of **Albania**, with experience in the field of rehabilitation and/or reintegration of persons in conflict with law, human rights and access to justice. Previous knowledge and expertise in detention monitoring for the last two years, compliant with all the clauses below listed is an asset. Participation in procedures awarding sub-grants is governed by specific eligibility criteria referring to rules on **nationality**, as well as **exclusion criteria**.

Any applicant will be excluded from participation in procurement and grant procedures if:

- it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the European commission delegation are located or those of the country of the performance of the contract;
- it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
 - i) - fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - ii) - entering into agreement with other economic operators with the aim of distorting competition;
 - iii) - violating intellectual property rights;
 - iv) - attempting to influence the decision-making process of the contracting authority during the procurement procedure;
 - v) - attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

- it has been established by a final judgment that the economic operator is guilty of any of the following:
 - i) - fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995¹;
 - ii) - corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997², and in Article 2(1) of Council Framework Decision 2003/568/JHA³, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;
 - iii) - participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA⁴;
 - iv) - money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council⁵;
 - v) - terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA⁶ respectively, or inciting or aiding or abetting or attempting to commit such offences, as referred to in Article 4 of that Framework Decision;
- the applicant has shown previous significant deficiencies in complying with main obligations in the performance of a contract financed by the EU, which has led to its early termination or to the application of liquidated damages or other contractual penalties or which has been discovered following checks, audits or investigations by an authorising officer or the Court of Auditors;
- it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95⁷.

Consequently, the applicant should be able to provide evidence of such establishment by presenting the following documents under the Albanian law:

- Court Registration Act in Albania (photocopy);
- Statute of the organization (photocopy);
- Court Extract (with the Court seal and within the last three months);
- Proof of NIPT (photocopy);
- A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;
- Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;
- CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of

¹ OJ C 316, 27.11.1995, p.48.

² OJ C 195, 25.6.1997, p. 1.

³ OJ L 192 , 31.07.2003, p. 54.

⁴ OJ L 300, 11.11.2008, p. 42.

⁵ OJ L 309, 25.11.2005, p. 15.

⁶ OJ L 164, 22.6.2002, p. 3.

⁷ OJ L 312, 23.12.1995, p. 1

coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;

- The Declaration by the Applicant;
- Last year' financial statement.

If TLAS become aware of any situation of exclusion and this situation is confirmed, the relevant entity will be rejected from the procedure.

2.2.1 Application forms

Applicants must fulfil the **eligibility criteria** in accordance with the instructions contained in the SG Operational Manual and in the Call for Proposal. Applications must contain all documents listed below and in Annex I: **CHECK LIST FORM** following the format provided in the SG Operational Manual.

Checklist of Annexes and Supporting documents:

PART A

1. The Project Application Form (In English).
2. The Budget Application Form, within the Call limits.
3. The proposal in type writing
4. The Project Logical Framework (medium grants only).
5. An electronic version of the proposal (USB/CD-Rom) is enclosed

Part B

1. Court Registration Act in Albania (photocopy);
2. Statute of the organization (photocopy);
3. Court Extract (with the Court seal and within the last 3 months);
4. Active NIPT proof (photocopy);
5. A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;
6. A document issued by the Department of Justice certifying that the organization and its executive director have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;
7. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;
8. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;
9. Financial statements of the organization as required for each grant;
10. The Declaration by the Applicant;
11. The Vetting Declaration Form.

2.2.2 Where and how to send applications

Applications must be submitted using the Application form formats provided in the SGSS Guidelines. These documents shall contain **ALL relevant information** concerning the action and no additional annexes should be sent.

Any error and major inconsistency related to the application instruction and the documents required may lead to the rejection of the application.

The envelope and the CD/USB should be enclosed in an envelope where the applicant should write: **(a) The reference number and the title of the call for proposal, (b) the name of the Applicant organization and (c) Project proposal title**. Applications must be submitted **in one printed copy** and all documents presented for application should be delivered in an electronic form included in a CD/USB.

Proposals must be prepared in **English**.

Applicants must verify that their application is complete using the checklist. Incomplete applications may be rejected.

Applications, both printed and electronic version, must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

*Bulevardi "Bajram Curri", Pallatet Agimi,
Shk.18, Ap.322,
Tirana, Albania*

The package of submitted documents are required to be submitted in the program email address: eidhr.tlas@gmail.com as **PDF formats**.

2.2.3 Deadline for submission of applications

The deadline for the submission of applications is **27 November, 2020** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **16:00 hours local time** as evidenced by the signed and dated receipt. Any Application submitted after the deadline will be rejected.

2.2.4 Further information about Applications

The present announcement of the Call for Proposals is published on the website; <http://tlas.org.al> and in the social media and remains opened for **four weeks**.

Moreover, information sessions in will be held, to introduce the program and invite interested parties to participate.

CSOs will be notified in advance on the date, time and place where these sessions will be held in each city and town.

Additionally, interested applicant may address questions by e-mail no later than 5 working days before the deadline for the submission of applications to the address below, indicating clearly the reference of the call for proposals:

E-mail address: eidhr.tlas@gmail.org

The Sub- Granting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be provided no later than 3 working days before the deadline for submission of applications.

2.2 Evaluation and selection of applications

All applications will be assessed according with the procedures detailed in the mentioned SG Operational Manual (section 4.4 Evaluation and selection of applications) following the steps and criteria below:

- STEP 1 – Opening and Administrative check
- STEP 2 - The Technical Evaluation
- STEP 3 - Final Evaluation, decision and notification
- STEP 4 - Complaints Mechanism
- STEP 5 - Negotiation and contracting stage.

Please, note that all applications will be assessed following the evaluation criteria entailed in the grid mentioned in SGSS Operational Manual (STEP 2).

2.3 Indicative Timetable

	Activity	From	Until
1	The Official Application Process	02 November	27 November
2	Information sessions/meetings	06 November	
3	Deadline for requesting clarifications	20 November	
4	Last date on issue of clarifications	20 November	
5	Administrative/eligibility/Vetting Assessment	01 December	08 December
6	Technical Assessment	10 December	18 December
7	Information to applicants on selection	18 December	
8	No objection approval from EUD	18 December	24 December
8	Complaints & replies on Selection		08 January
9	Partner Evaluation, negotiations, agreements	12 January	
#	Effectiveness of the agreements	15 January	
#	Financial/Operational/Reporting training	20 January	
#	Signed Contracts	01 February	

3 LIST OF RELEVANT DOCUMENTS AND ANNEXES

Annex I: CHECK LIST FORM

All Applicants under this Call must refer to the following documents:

DOCUMENT FOR INFORMATION AND GUIDELINES

- SGSS Guidelines and Operational Manual
- Web site and FAQ ((<http://tlas.org.al>))

RELEVANT ANNEXES FOR THE APPLICANTS

- Annex I: Checklist format
- Annex II Declaration of Vetting
- Annex III: Project Application Form
- Annex IV Project Logical Framework
- Annex V Budget Application Form
- Annex XII Declaration by the Applicant

Title of the Proposal:	Yes	No
Part A		
1. Court Registration Act in Albania		
2. Statute of the organization		
3. Court Extract		
4. Active NIPT		
5. A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;		
6. A document issued by the Department of Justice certifying that the organization and its executive director have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;		
7. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;		
8. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services; and CV of key staff		
9. Financial statements (Last two years' financial statements of the organization, in the case of large-size grants, and last years' financial statement in the case of mid-size grants. No financial statement is required by organizations applying for small-size grants).		
10. The Declaration by the Applicant		
11. The Vetting Declaration Form.		
PART B		
12. The Project Application Form (In English)		
13. The Budget Application Form, within the Call limits.		
14. The proposal is presented in type writing		
15. The Project Logical Framework		
16. An electronic version of the proposal (USB/CD-Rom) is enclosed		

Annex II Declaration of Vetting

This section must be completed by each Applicant

Full Name of the Organisation	
Date of registration	
Place of registration	
Official address of registration	
Website and E-mail address of the Organisation if applicable	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Full names of the key staff (Board of Directors &/or Country Director, including their date/year/place of birth	

The applicant acknowledges that if found guilty of misrepresentation, it may be subject to penalties.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

Annex III- Project Application Form

Please read and fill in this form carefully. This format and the information it must contain are required for each proposal. Applications that do not stick to this format or lack the required information run the risk of getting disqualified right away.

1. General Information

Title of The Project	<i>The title of The Project should be short, concise and refer to the main objectives or activities of project</i>
Lots	<input type="checkbox"/> LOT
Name of the applicant	<i>Official name of your organization in Albanian and English</i>
Target project area	<i>The area where The Project will be implemented</i>
Thematic focus	<i>Please refer to the priority Actions and Activities listed in the Call for proposal</i>
Beneficiaries	<i>Provide information about the beneficiaries of your project (type of groups, age) and quantify it</i>
Full address of the applicant(s) - Postal Address - Telephone - Fax - E-mail - Webpage	
Contact person - Position - E-mail: - Telephone:	
Total budget	<i>Budget requested for this Sub Grant scheme-call for proposal.</i>
Duration of the project	
Application date	

2. Project description:

Make a brief description of your application by stating your request clearly and accurately. (Include information regarding the sector of focus, objectives, major activities, required funding, and the name/description of the area where the physical presence of the fund will be).

3. Project justification / Relevance

- *Describe the current situation. Write down the needs and problems that must be solved through the required fund. (provide statistic data if possible);*
- *Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans;*
- *Refer how the project will promote community participation*
- *Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals. Please try to give detailed explanation*

4. Description of the target group:

- *Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs;*
- *Give a description of each of the target groups and final beneficiaries (quantified where possible).*

5. Goal and specific objectives:

What do you expect to achieve through this project? Please list and explain

- *Project Overall Objective (goal)*
- *Project Specific Objective:*

6. Expected results:

Explain the specific results expected, stating how the project will improve the situation of the target groups and final beneficiaries. Please list and explain the result of your project:

- *Result 1*
- *Result 2*
- *Result 3*

7. Detailed description of project activities:

Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities and specifying the role of your organization and other stakeholders. Please list and explain the activities of your project, by lining them per each result mentioned above:

Result 1

- *Activity 1.1*
- *Activity 1.2*
- *Activity 1.3*

Result 2

- *Activity 2.1*
- *Activity 2.2*
- *Activity 2.3*

8. Methodology:

- The methods of implementation and rationale for such methodology;
- The procedures for follow up and internal/external evaluation;
- The role and participation in the action of the various actors and stakeholders, target groups, authorities, etc.);
- The organizational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);

9. Visibility Plan:

Please explain how to ensure the visibility of the action

10. Activity plan:

- Duration and indicative action plan for implementing the action. For easy reference you may use a table as follow

	Month1	Month2	Month3
<i>Activity 1.1</i>			
<i>Activity 1.2</i>			
<i>Activity 1.3</i>			

11. Logical framework:

- Fill in the Logical framework in the Annex VIII

12. Project sustainability:

- Describe the expected impact of the action with quantified data where possible (Will it lead to improved legislation, codes of conduct, methods, etc.);
- Provide a brief risk analysis and contingency plan, including a range of risk types;
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

13. Budget

- Fill the budget form in Annex IX, only cost required for this call should be included

14. Information about the applicant:

- Describe briefly and clearly internal structure of your organization; your financial system and the management structure; experience in implementing other projects mentioning the project title, period, time, amount and donor (Organization's CV, if any). Please also provide a short profile of each project staff foreseen to be involved during project implementation

Annex IV Project Logical Framework

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	<p>Please list them and number them</p> <p>What are the overall broader objectives to which the action will contribute?</p> <p>1. Title of objective 1</p> <p>2. Title of objective 2</p>	<p>OOI.1</p> <p>Please indicate a target value for each indicator to this column whenever possible</p> <p>What are the key indicators related to the overall objectives (to show the project's contribution to the goal?) –</p>	<p>Please list the sources of verification for each indicator</p> <p>What are the sources of information for these indicators?</p>	
Specific objective	<p>What specific objective to the action is intended to achieve to contribute to the overall objectives?</p> <p>- The title of the specific objective</p>	<p>Which indicators clearly show that the objective of the action has been achieved</p> <p>SO. Indicator 1. Target value</p> <p>SO. Indicator 2. Target value</p>	<p>What are the sources of information that exist or can be collected to show what progress is being made towards reaching the objective?</p> <p>What are the methods required to get this information?</p>	<p>Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve that objective? (external conditions)</p> <p>Which risks should be taken into consideration?</p>

<p>Expected results</p>	<p>Results are the outputs/outcomes helping to achieve the specific objective (within the control of project management). What are the expected results? R1-Title of Result 1 R2-Title of Result 2</p>	<p>What are the indicators to measure whether and to what extent the outputs are being delivered and the action achieves the expected results: Please list the indicators for each results as follows: - Indicator 1. Target value 1 (R1) - Indicator 2. Target value 2 (R2)</p>	<p>What are the sources of information for these indicators? Ex: Source 1 (Indicator 1,2,3,4)</p>	<p>What external conditions must be met to obtain the expected results on schedule</p>
<p>Activities</p>	<p>These are the sequential steps necessary to achieve a result. They are the tasks to be carried out according to each result. The activities must be numbered in sequence according to the relevant result.</p> <ul style="list-style-type: none"> - Activity for R1 - Activity for R2 			

Budget Application Form

The excel format of the budget is attached to these Guidelines.

Declaration by the Applicant

The applicant, represented by the undersigned, being the authorized signatory of the Applicant, in the context of the present call for proposals in the proposed action, hereby declares that

- The applicant has sufficient financial and organizational capacity to carry out the proposed action or work programme;
- The applicant certifies the legal statuses of the applicant as reported in this Application;
- The applicant have the professional competences and qualifications specified in this Application;
- The applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- The applicant is not in any of the situations excluding them from participating in contracts. Furthermore, it is recognized and accepted that if the applicant participate in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant is in a position to deliver immediately, upon request, the supporting documents stipulated in this Application.
- the applicant is eligible in accordance with the criteria set out in the Application;
- If recommended to be awarded a grant, the applicant accepts the contractual conditions;
- The applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- The applicant is fully aware of the obligation to inform without delay the Sub Grants Authority to which this application is submitted if the same application for funding made to other European Commission projects, European Union institutions or any other institutions (local, national or international) has been implemented/approved by them after the submission of this grant application.

The applicant acknowledges that if found guilty of misrepresentation of any of the above, it may be subject to immediate cancellation of the application.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	