

GRANT APPLICATION FORM

Guardians of the Sea

This application form and templates and the documents to be included in the application have to be sent to the European Commission **no later than 18 October 2013**.

The paper versions of applications, which will legally constitute the application, must be submitted in a sealed envelope by registered mail, by courier service, or by hand-delivery to the address indicated below:

Post:
European Commission
Directorate-General for Maritime Affairs
and Fisheries
Unit MARE-D-1
Ref. MARE/2013/09
Office: J-99 02/020
B – 1049 BRUSSELS

Courier service / Hand delivery:
European Commission
Directorate-General for Maritime
Affairs and Fisheries
Unit MARE-D-1
Ref. MARE/2013/09
Office: J-99 02/020
Avenue du Bourget 1
B - 1140 BRUSSELS (Evere)

All the sections of the application form should be completed. Please mention if a section is not applicable.

Contact in the European Commission: E-mail: MARE-D1@ec.europa.eu

DECLARATION OF CONFORMITY

I, the undersigned, hereby declare that the attached information is accurate and in accordance with the facts.

.....

Signature and official stamp of applicant

Name / first name:

Title of position in the applicant organisation:

Place and date:

1. INFORMATION ON THE APPLICANT

Any modification to the data given below must be justified and notified to the DG Maritime Affairs and Fisheries responsible before the Grant Agreement is signed.

1.1. IDENTITY OF THE LEAD PARTNER

Official name in full:

Short name or acronym:

Official address:

- *Street:*
- *Number:*
- *Post code:*
- *City:*
- *Country:*
- *Telephone:*
- *Fax:*
- *E-mail address:*
- *Internet site:*

Contact person responsible for the organisation of the project's work (the coordinator):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Contact person responsible for the accounts, financial reporting, and the internal handling of EU funds and national co-financing (The financial manager):

- *Name:*
- *Position:*
- *Telephone:*

- *Fax:*
- *E-mail address:*

Contact person responsible for verifying the legality and regularity of the expenditure (the controller):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Any modification to the data given below must be justified and notified to the DG Maritime Affairs and Fisheries responsible before the Grant Agreement is signed.

1.1.1. IDENTITY OF THE PARTNER NR 1

Official name in full:

Short name or acronym:

Official address:

- *Street:*
- *Number:*
- *Post code:*
- *City:*
- *Country:*
- *Telephone:*
- *Fax:*
- *E-mail address:*
- *Internet site:*

Contact person responsible for the organisation of the project's work (the coordinator):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Contact person responsible for the accounts, financial reporting, and the internal handling of EU funds and national co-financing (The financial manager):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*

- *E-mail address:*

Contact person responsible for verifying the legality and regularity of the expenditure (the controller):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Any modification to the data given below must be justified and notified to the DG Maritime Affairs and Fisheries responsible before the Grant Agreement is signed.

1.1.2. IDENTITY OF THE PARTNER NR 2

Official name in full:

Short name or acronym:

Official address:

- *Street:*
- *Number:*
- *Post code:*
- *City:*
- *Country:*
- *Telephone:*
- *Fax:*
- *E-mail address:*
- *Internet site:*

Contact person responsible for the organisation of the project's work (the coordinator):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Contact person responsible for the accounts, financial reporting, and the internal handling of EU funds and national co-financing (The financial manager):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*

- *E-mail address:*

Contact person responsible for verifying the legality and regularity of the expenditure (the controller):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Any modification to the data given below must be justified and notified to the DG Maritime Affairs and Fisheries responsible before the Grant Agreement is signed.

1.1.3. IDENTITY OF THE PARTNER NR 3

Official name in full:

Short name or acronym:

Official address:

- *Street:*
- *Number:*
- *Post code:*
- *City:*
- *Country:*
- *Telephone:*
- *Fax:*
- *E-mail address:*
- *Internet site:*

Contact person responsible for the organisation of the project's work (the coordinator):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Contact person responsible for the accounts, financial reporting, and the internal handling of EU funds and national co-financing (The financial manager):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Contact person responsible for verifying the legality and regularity of the expenditure (the controller):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Any modification to the data given below must be justified and notified to the DG Maritime Affairs and Fisheries responsible before the Grant Agreement is signed.

1.1.4. IDENTITY OF THE PARTNER NR 4

Official name in full:

Short name or acronym:

Official address:

- *Street:*
- *Number:*
- *Post code:*
- *City:*
- *Country:*
- *Telephone:*
- *Fax:*
- *E-mail address:*
- *Internet site:*

Contact person responsible for the organisation of the project's work (the coordinator):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Contact person responsible for the accounts, financial reporting, and the internal handling of EU funds and national co-financing (The financial manager):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*

- *E-mail address:*

Contact person responsible for verifying the legality and regularity of the expenditure (the controller):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Any modification to the data given below must be justified and notified to the DG Maritime Affairs and Fisheries responsible before the Grant Agreement is signed.

1.1.5. IDENTITY OF THE PARTNER NR 5

Official name in full:

Short name or acronym:

Official address:

- *Street:*
- *Number:*
- *Post code:*
- *City:*
- *Country:*
- *Telephone:*
- *Fax:*
- *E-mail address:*
- *Internet site:*

Contact person responsible for verifying the legality and regularity of the expenditure (the controller):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

Contact person responsible for the accounts, financial reporting, and the internal handling of EU funds and national co-financing (The financial manager):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*

- *E-mail address:*

Contact person responsible for the organisation of the project's work (the coordinator):

- *Name:*
- *Position:*
- *Telephone:*
- *Fax:*
- *E-mail address:*

1.2 BANK DETAILS OF LEAD PARTNER

The accounting methods of the co-ordinator must make it possible to identify the funds paid by the Union and the interest or other benefits yielded by these funds.

- *Name of the bank:*

- *Address of branch:*

- *Precise name of the account holder:*

- *Full account number (including bank codes):*

- *IBAN (or BIC code if not applicable):*

A Financial Identification Form should only be filled in and submitted with this application if the above account is not already registered in the accounting system of the Commission.

1.3 APPLICANT'S STRUCTURE AND COMPOSITION

- *Give the name(s) of the person(s) authorised to enter into legally binding commitments on behalf of the Lead Partner*
 - *Name / first name:*
 - *Position:*
 - *Mandate¹:*

¹ May be different from the position.

1.4 OTHER EUROPEAN UNION FUNDING

1.4.1 European Union grants, procurement contracts or loans obtained directly or indirectly during the last 2 years from a European institution or agency.

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- *The European Union programme concerned (if applicable):*
- *Title of the operation:*
- *The European Union institution which took the award decision:²*
- *The year of the award and the duration of the operation:*
- *The value of the grant, contract or loan:*

1.4.2 Grant/loan applications or offers of services submitted (or due to be submitted) to European institutions in the current year:

For each grant, contract or loan please specify:

(repeat as many times as necessary)

- *The European Union programme concerned (if applicable):*
- *Title of the operation:*
- *The European Union institution which will take the award decision:*
- *The planned duration of the operation:*
- *The estimated value of the grant, contract or loan:*

NB: *The applicant is required to inform without delay the Commission department to which this application is submitted of any application for funding made to other Commission departments or European Union institutions or any funding approved by them AFTER submission of this grant application.*

² Where appropriate, indicate the unit responsible within the institution.

2. Information on Project on Maritime Spatial Planning in the Mediterranean Sea and/or the Black Sea

2.1 EXHAUSTIVE DESCRIPTION OF THE PROJECT (max. 20 pages): Explain the objectives of the proposed project, including the following points:

1. **Project components:** Please provide a list of the project components as well as a detailed description of how each component will be developed.
2. **Output and result indicators:** Please provide a list of pre-defined output and result indicators in accordance with the guidelines in section 4.2.2 in the Call.
3. **Durability:** How will you ensure that the results of the project are durable?

In addition, you should provide information as follows:

1. **Relevance:** Applicants should demonstrate the relevance of the proposal to the objectives of the call, and in particular the extent to which the project promotes the best use of fishermen's knowledge and experience in maritime activities other than fishing.
2. **Added value and innovation:** Applicants should demonstrate the usefulness of the proposal, and in particular the extent to which the project generates results directly usable by the society and creates synergies with existing institutions and bodies, i.e.; the institutions and bodies responsible for the exploitation of marine resources, the preservation and conservation of the marine environment or those responsible for the maritime economy.
3. **Methodology:** Applicants should describe their proposed working methodology to achieve a timely and successful implementation of the project. In particular, applicants should provide a comprehensive business plan for the project that includes a detailed timetable and work plan and also the training and organisational needs; the project should favour an integrated approach to deliver services in an inclusive, collaborative and iterative way of working.
4. **Means of implementation of the project:** Applicants should demonstrate that the resources (personnel, crew, equipment, reassigned fishing vessel, financial etc.) that will be mobilised are adequate to achieve a timely and successful implementation of the project; in particular, applicants should demonstrate that their implementation means are cost-effective.
5. **Project management:** Applicants should demonstrate that the organisation and management structure proposed for the project are sufficient and adequate to achieve the required quality, meet the deadlines and establish a real partnership.
6. **Dissemination and visibility:** Applicants should describe their dissemination plan and how they intend to ensure that the results of the project can be optimally used by others.

2.2 INVOLVEMENT OF THIRD PARTIES IN THE PROJECT

Please fill in Annex 3 (where applicable)

3. BUDGET SUMMARY

Please fill in the grant application budget template (excel sheet) available as Annex 3 of the Call for proposals.

4. OTHER SOURCES OF EXTERNAL FINANCE, EXCLUDING ANY EUROPEAN UNION GRANT

4.1 FUNDS FROM EXTERNAL DONORS

Where applicable, please provide a written confirmation from each external donor confirming details of the agreed financial arrangements. A model "Commitment for allocation of a contribution" is attached as Annex 5.

Please provide a list of donors on the basis of these written confirmations.

4.2 OTHER FUNDS REQUESTED, BEING APPLIED FOR OR AWAITING CONFIRMATION

(Add further sheets if necessary.)

- *Organisation concerned:*

- *Official address:*

- *Activities:*

- *Amount requested:*

- *Any pre-allocation of these funds:*

- *Any conditions or reservations:*

5. DECLARATION OF HONOUR BY THE APPLICANT

The undersigned [*insert name of the signatory of this form*]:

in [his][her] own name [*for a natural person*]

or

representing the following legal person: [*only if the applicant is a legal person*]

full official name:

official legal form:

full official address:

VAT registration number:

authorised to represent the consortium, hereby requests from the [Commission] [agency] a grant of EUR with a view to implementing the [action] [work programme] on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that none of the applicants has received any other Union funding to carry out the [action] [work programme] that is the subject of this grant application.

I certify that the applicants are not in one of the situations which would exclude them from receiving Union grants and accordingly

➤ declare that none of the applicants:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) has been guilty of grave professional misconduct proven by any means which the [Commission] [agency] can justify including by decisions of the European Investment Bank and international organisations;
- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the authorising officer responsible and those of the country where the [action] [work programme] is to be implemented;
- e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is subject to an administrative penalty for being guilty of misrepresenting the information required as a condition of participation in a procurement procedure or another grant award procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or agreements covered by the Union's budget.

➤ [[*Only for legal persons other than Member States and local authorities, otherwise*

delete] declare that the natural persons with power of representation, decision-making or control³ over one of the applicants that are legal entities are not in the situations referred to in b) and e) above;]

➤ declare that the applicants:

- g) have no conflict of interests in connection with the grant; a conflict of interests could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the [Commission] [agency], without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests;
- i) have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to the award of the grant;
- j) provided accurate, sincere and complete information within the context of this grant award procedure.

[In case of award of grant, the following evidence shall be provided upon request and within the time limit set by the [Commission] [agency]⁴:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the applicant is a legal person and the national legislation of the country in which the applicant is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the applicant.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the applicant is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the applicant is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be

³ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

⁴ In accordance with art.197 RAP, the RAO may, depending on a risk assessment, request that successful applicants provide the evidence of their complying with the exclusion criteria.

provided only upon request by the [Commission] [agency].]

I declare that the applicants are fully eligible in accordance with the criteria set out in the specific call for proposals.

I certify that the applicants have the financial and operational capacity to carry out the proposed [action] [work programme].

I acknowledge that according to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

If selected to be awarded a grant, the applicants accept the general conditions as laid down in the grant [agreement] [decision publicly available].

Last name, first name:

Title or position in the consortium:

Signature [and official stamp] of the applicant:

Date:

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which 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, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by *[fill in the name of the entity acting as data controller]*. Details concerning the processing of your personal data are available on the privacy statement at the page: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)

- Annexes:**
1. Duration and summary timetable for carrying out the project
 2. The project management and resources
 3. Involvement of third parties in the project
 4. Model for "Commitment for allocation of a contribution"
 5. Check-List for applicants

ANNEX 1

DURATION AND SUMMARY TIMETABLE FOR CARRYING OUT THE PROJECT

The period during which an action is carried out determines the period of eligibility of the corresponding costs.

Applicants are here requested to indicate and justify:

- the planned dates for starting and completing the action, or the dates of their budgetary year;
- the timetable for carrying out each stage of the project showing the main key dates and the objectives/expected results for each stage.

LEGAL NOTICE

Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by the Commission where applicants demonstrate the need to start the action or work programme before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged or, in the case of an operating grant, before the start of the beneficiary's budgetary year

ANNEX 2

THE PROJECT MANAGEMENT AND RESOURCES

- 1) Detailed activity planning.
- 2) Deliverables chart and a description of work packages.
- 3) Resources assigned to each task necessary to achieve a timely and successful implementation of the project (in particular, mention the organisation, qualifications and skills for the project of the staff who will be assigned to it especially in terms of project management).

ANNEX 3

INVOLVEMENT OF THIRD PARTIES IN THE PROJECT

Contracts for implementing the project

Reasons must be given for contracting out implementation work.

Contracts must be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, care being taken to avoid any conflict of interest. Any special rules in this connection contained in any other document governing the grants concerned must be complied with.

The information below must be given for each contract covering a heading or sub-heading of the costs of the action concerned:

(add further sheets if necessary)

- Tasks involved:
- Reasons for contracting out implementation work:
- Selection procedure:
- Contractor's official name (if known):
- Percentage of total costs to be outsourced:

ANNEX 4

MODEL FOR "COMMITMENT FOR ALLOCATION OF A CONTRIBUTION"

A written confirmation concerning co-financing for the project for which a grant is requested is to be provided by each external donor, if any. This confirmation should contain the following elements:

- Official name in full:

- Official legal form:

- Official address:

- Person responsible within the sponsoring organisation that signs the present commitment (name/first name, title or position):

- Amount of funding which the organisation undertakes to provide for the operation:

- Any pre-allocation of these funds:

- Any conditions or reservations:

- Signature / Stamp of the organisation:

ANNEX 5

CHECK-LIST FOR APPLICANTS

Before sending in the application form, please check the following:

- All the sections of the application form have been completed, where appropriate in accordance with the Call for Proposals and/or any other reference document made available by the Commission in relation to the project.	<input type="checkbox"/>
- The eligibility criteria for the applicant and for the project as laid down in the Call for Proposals have been met.	<input type="checkbox"/>
- Any rules relating to the period for carrying out the project mentioned in the Call for Proposals have been complied with.	<input type="checkbox"/>
- The budget for the project has been drawn up in Euros and is exclusive of VAT (failing which, reasons must be given for non-recovery of VAT), has costs and revenue in balance and contains a detailed statement of all estimated eligible costs.	<input type="checkbox"/>
- Where necessary, letters of commitment have been produced by external sponsors.	<input type="checkbox"/>
- The grant requested complies with the ceilings laid down in the Call for Proposals in relation to the total estimated cost of the project and the eligible costs proposed.	<input type="checkbox"/>
- The application has been made within the deadline for submitting proposals as laid down in the Call for Proposals and has been dated and signed by the Lead Partner.	<input type="checkbox"/>