

**Annex I**

**STANDARD GRANT APPLICATION FORM FOR**

**GRANTS FOR AN ACTION**

***(Monobeneficiary)***

|  |
| --- |
| **ACTIVITY CONCERNED** |
| European Reference Laboratory Network for Tuberculosis (ERLTB-Net) |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** |
| **Grant/2017/OCS/8624** |
| **SUMMARY OF THE APPLICATION** |
| Title: European Reference Laboratory Network for Tuberculosis (ERLTB-Net) - to strengthen TB diagnosis in the European Union and European Economic Area |
| Identity of the applicant: |
| Summary of the action (maximum 2,500 words): |
| Duration (in months): 48 |
| Requested amount (in €): |

Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this grants programme available on our site <http://ecdc.europa.eu/en/aboutus/calls/Pages/procurementsandgrants.aspx> .

Please make sure that your application:

* is submitted on the correct form, completed in full and dated;
* is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
* presents a budget in conformity with the funding rules;
* meets the submission arrangements set out in the call;
* is submitted by the deadline.

The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.

By submitting a proposal, the applicant accepts that in case of award certain data like its name, locality and amount (amongst others) will be published.

# I. INFORMATION ON THE APPLICANT

|  |
| --- |
| **1 REFERENCES OF THE APPLICANT** |
| **1.1 IDENTITY OF THE APPLICANT** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form: |
| Legal personality[[1]](#footnote-1):  (Reply by "YES" or "NO")  (In case you answered with "NO"):  For entities with no legal personality under national law please indicate the representative empowered to sign contracts and take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body) |
| VAT number (if applicable): |

The legal details are attached in the Legal Entity Form see <http://ecdc.europa.eu/en/aboutus/calls/Pages/procurementsandgrants.aspx>

|  |
| --- |
| **1.2 CONTACT DETAILS** |
| Street address: |
| Postcode: |
| City: |
| Region (if applicable): |
| Country: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |
| Website: |

Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the Authorising Officer. The Authorising Officer will not be held responsible in the event that it cannot contact an applicant.

|  |
| --- |
| **1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL** |
| Family name: First Name: |
| Position/Function: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |
| **1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name: First Name: |
| Position/Function/Mandate: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

|  |
| --- |
| **2. BANK DETAILS** |

The bank details are attached in the Financial Identification Form (FIF) see <http://ecdc.europa.eu/en/aboutus/calls/Pages/procurementsandgrants.aspx>

|  |
| --- |
| **3 PROFILE OF THE APPLICANT** |
| **3.1 PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The applicant shall state his legal status by ticking one or several options  Public body  International Organisation  Non-profit making organisation  Social Partner  Educational and training establishment  Research Centre/Institute  Other (please specify)  SME  Natural Persons |
| The applicant should provide a short description of the organisation/group. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call. |

# II. OPERATIONAL AND FINANCIAL CAPACITY

|  |
| --- |
| **1 OPERATIONAL CAPACITY** |
| **1.1 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT** |
| The applicant should provide a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively. |

|  |
| --- |
| **2 FINANCIAL CAPACITY** |

|  |
| --- |
| **LEGAL NOTICE**  Where the application concerns grants for an action for which the amount exceeds EUR 100,000, an audit report produced by an approved external auditor must be submitted, except for education and training establishments and, in case of agreements with a number of beneficiaries, beneficiaries who have accepted joint and several liabilities or who do not bear any financial responsibility*.* This report shall certify the accounts for the last financial year available. |

|  |
| --- |
| **2.1 PROOF OF FINANCIAL CAPACITY OF THE APPLICANT** |
| The applicant should provide the documents specified in Section 9.1 of the Call for Proposals, as evidence of financial capacity. |

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

|  |
| --- |
| **1 DESCRIPTION OF THE ACTION** |
| **Title:** European Reference Laboratory Network for Tuberculosis (ERLTB-Net) - to strengthen TB diagnosis in the European Union and European Economic Area |
| **Reference: Grant/2017/OCS/8624** |
| **a) Describe the general and specific objectives that the action 1 of the call** **aims to achieve:**  The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the ECDC grant programme concerned. Please specify the coordination structure of the network, related indicators, milestones to assess the achievements and expected impacts, as well as the potential risks and mitigation actions. The applicant should present the implementation timeline in a Gantt-chart. |
| **b) Describe the general and specific objectives that the action 2 of the call** **aims to achieve:**  The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the ECDC grant programme concerned. Please specify the related indicators, milestones to assess the achievements and expected impacts, as well as the potential risks and mitigation actions. The applicant should present the implementation timeline in a Gantt-chart. |
| **c) Describe the general and specific objectives that the action 3 of the call** **aims to achieve:**  The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the ECDC grant programme concerned. Please specify the related indicators, milestones to assess the achievements and expected impacts, as well as the potential risks and mitigation actions. The applicant should present the implementation timeline in a Gantt-chart. |
| **d) Describe the general and specific objectives that the action 4 of the call** **aims to achieve:**  The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the ECDC grant programme concerned. Please specify the related indicators, milestones to assess the achievements and expected impacts, as well as the potential risks and mitigation actions. The applicant should present the implementation timeline in a Gantt-chart. |
| **e) Describe the general and specific objectives that the action 5 of the call** **aims to achieve:**  The applicant should explain how the general and specific objectives of the action will contribute to the objectives of the ECDC grant programme concerned. Please specify related indicators, milestones to assess the achievements and expected impacts, as well as the potential risks and mitigation actions. The applicant should present the implementation timeline in a Gantt-chart. |
| **f) Describe the structure and organisation of the team:**  The applicant should explain how the composition (e.g. involved experts, diversity of expertise) and organisation (e.g. distribution of tasks and activities) will contribute to the achievements of the ECDC grant programme concerned. |

|  |
| --- |
| **2 PLANNED DURATION OF THE ACTION (in months): 48 months** |
| **Planned starting date: June 2018** |

|  |
| --- |
| **TIMETABLE FOR EACH STAGE OF THE ACTION SHOWING MAIN DATES AND EXPECTED RESULTS FOR EACH STAGE**  The applicant should provide a planning chart (e.g. Gantt chart). |

|  |
| --- |
| **LEGAL NOTICE**  Applicants are informed that, under the Financial Regulation applicable to the general budget of the the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by ECDC where applicants demonstrate the need to start the action before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was submitted. |

|  |
| --- |
| **3 3 BUDGET** |
| Estimated Budget - Annex 1  Applications must include a detailed estimated budget in balance in which all costs and contributions are given in euros. Applicants from countries outside the euro zone may use the monthly rate published on the Commission's website at [www.ec.europa.eu/budget/inforeuro/](http://www.ec.europa.eu/budget/inforeuro/). |

# IV. ADDITIONAL FUNDING

|  |
| --- |
| **1 UNION FUNDING** |
| **1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION** |
| Has the applicant 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 |

|  |  |  |
| --- | --- | --- |
| **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** |
| **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** |  |  |

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

|  |
| --- |
| **2 OTHER SOURCES OF EXTERNAL FUNDING – NON UNION** |
| **2.1 SUPPORT AWARDED** |
| Has the applicant already received confirmation relating to any external funding for the action?  NO  YES – Continue to the table in the Annexes (Budget) |

|  |
| --- |
| **2.2 REQUESTED SUPPORT** |
| Has the applicant requested, applied or is awaiting confirmation relating to any external funding earmarked for the action?  NO  YES – Continue to the table in the Annexes (Budget) |

All documents presented by the applicant become the property of the ECDC and are deemed confidential.

In the general implementation of its activities and for the processing of grant application procedures in particular, ECDC observes the following EU regulations:

• Council Regulation (EC) No. 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents; and

• Council Regulation (EC) No. 45/2001 of 18 December 2000 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.

The grant application process will involve the recording and processing of personal data (such as an applicant’s name, address and other personal data collected via the grant application form). Such data will be processed pursuant to Regulation (EC) No. 45/2001. The data controller is the Head of Section, Procurement of ECDC, who can be contacted at ecdc.procurement@ecdc.europa.eu.

Unless indicated otherwise, an applicant’s replies to questions and any personal data requested by ECDC are required to evaluate the grant application in accordance with the applicable rules governing the award of grants, and will be processed solely for that purpose by ECDC. An applicant is entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete.

If you have any queries concerning the processing of your personal data, you may address them to dpo@ecdc.europa.eu. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

Details concerning the processing of your personal data are available on the privacy statement at: <http://ecdc.europa.eu/en/aboutus/calls/Pages/procurementsandgrants.aspx>.

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation[[2]](#footnote-2). For more information, see the Privacy Statement on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

Annexes: - Budget

- Supporting documents for financial capacity

See <http://ecdc.europa.eu/en/aboutus/calls/Pages/procurementsandgrants.aspx> for:

- Declaration of honour by the applicant

- Financial Identification Form (FIF)

- Legal Entity Form (LEF)

# CHECK-LIST FOR APPLICANTS

|  |  |
| --- | --- |
| All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicant or any other document provided as guidance related to the programme concerned. |  |
| The budget annex has been duly filled in and is attached. |  |
| Legal details have been included in the Legal Entity Form |  |
| Bank details have been included in the Financial Identification Form |  |
| Supporting documents for financial capacity have been included with the application form. |  |
| Declaration of honour has been signed and attached. |  |

1. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-1)
2. Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended. [↑](#footnote-ref-2)