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Contracting Authority: sequa

AL-INVEST Verde. Component 1

EU- Latin America Alliance for Sustainable Growth and Jobs

2nd Call for Proposals for Innovative
EU-LA Partnership Projects

Grant Application Form

Reference: AIV\_P922\_call2

Deadline for submission of applications

23/08/2023 at 23:59 (date and time of Bonn, Germany)

|  |  |
| --- | --- |
| Title of the Action |  |
| Country where the great part of the Action will take place  |  |
| Lot of the call |  |
| Name of the Lead Applicant |  |
| Legal status |  |
| Nationality of the Lead Applicant |  |
| Name of the Co-applicant(s) |  |
| Duration of the Action |  |
| Is one of the institutions of this consortium part of a consortium that was granted a project in the framework of the 1st CfP? |[ ]  yes |[ ]  no |
| If yes, then please specify the name of the institution, the role and the share of the contribution (in EUR) | Institution: |  |
|  | Role (Lead / Co-applicant): |  |
|  | Share (EUR): |  |

|  |
| --- |
| Lead applicant’s contact details for the purpose of this Action |
| **Contact person for this Action** |  |
| **Contact person’s email** |  |

Addresses, phone numbers, or e-mail, must be notified in writing to the Contracting Authority. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.

**NOTICE**

If processing your reply to the call for proposals involves the recording and processing of personal data (such as names, contact details and CVs), they will be processed[[1]](#footnote-2) solely for the purposes of the management and monitoring of the calls for proposals and of the contract by the data controller without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

In cases where you are processing personal data in the context of participation to a grant award procedure (e.g. contact details of legal representatives of Co-applicants, CVs) and/or of the implementation of a contract you shall accordingly inform the data subjects of the details of the processing and communicate the above mentioned privacy statement to them. The controller of the call for proposals is sequa.

This is an open call for proposals (all documents have to be submitted together at the same time). In the first step an admin and eligibility check will be performed on the basis of Part II of the application form, the supporting documents provided and the signed ‘declaration by the Lead Applicant’. In a second step, for those who passed, only the concept note (Part I of the application form) will be evaluated. In a third step for those who have passed steps I and II the full application (Part III of the application form) will be evaluated. In step four a provisional selection and the final verification of supporting documents takes place.

Please fill in the form below, all hints/instructions in *italics* should be deleted. Stick to the page margins, font and size, respect the page limits and do not forget to complete the checklist in Appendix 1 of Annex I. Thank you.

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# Outline and general concept of the Action

## Overview of the Action *(max 1 page)*

|  |  |
| --- | --- |
| **Title of the Action** |  |
| **Objectives of the Action** | <*Overall objective(s) (i.e. Impact)*><*Specific objective(s) (i.e. Outcome(s)*> |
| **Location of the Action** |  |
| **Requested sequa contribution & Total budget** |  |
| **Duration (months)** |  |
| **Target group(s)[[2]](#footnote-3)** |  |
| **Estimated outputs** | 1.2.Etc. |
| **Main activities** |
| 1.2.3.Etc. |

## Description of the Action *(max 3 pages)*

### Background

*Give a brief background to the preparation of the Action, in particular on the sector/country/regional context. Mention any specific analysis/study carried out to inform the design (context analysis)*

### Relevance of the Action and problems to be addressed

*Please describe the relevance of the Action to the objective(s) of the call for proposals. You should relate to the expected results and outcomes referred to in the guidelines.*

*Please describe the problems including key challenges the Action is striving to solve.*

### Actors and key stakeholders

*Describe the actors and key stakeholder groups*

### Objectives

*Explain the objectives, the envisaged impact and outcome of the Action given in the table above*

### Activities and outputs

*Briefly outline the type of activities proposed and the outputs to be produced*

### Indicators

*Name and number, qualify and quantify the indicators intended to be achieved*

### Risks and assumptions

*Briefly outline underlying main risks and assumptions which might impede the Action*

### Sustainability

*Please mention mechanisms inbuilt or activities envisaged to ensure sustainability of the Action after its end*

### Cross cutting issues and value-added elements

*Explain how the Action will mainstream relevant cross-cutting issues such as youth, employment creation, women entrepreneurship, gender equality, digitisation, innovation, deforestation and environmental sustainability.*

# Applicant and Co-applicant(s)

Please attach the supporting documents like proof of registration, VAT number or equivalent, articles of association (for the Lead Applicant and Co-applicant(s)) as well as audit reports and balance sheets for the Lead Applicant.

## Legal entities submitting the grant application

|  |
| --- |
| **Applicant** |
| Name of the applicant |  |
| EuropeAid ID (if existing) |  |
| Country and date of registration |  |
| Legal status |  |
| Address |  |
| Telephone |  |
| Website |  |
| Name of contact person |  |
| e-mail |  |

*if applicable otherwise delete or add accordingly*

|  |
| --- |
| **Co-Applicant 1** |
| Name of the Co-applicant |  |
| EuropeAid ID (if existing) |  |
| Country and date of registration |  |
| Legal status |  |
| Address |  |
| Telephone |  |
| website |  |
| Name of contact person |  |
| e-mail |  |

|  |
| --- |
| **Co-Applicant 2** |
| Name of the Co-applicant |  |
| EuropeAid ID (if existing) |  |
| Country and date of registration |  |
| Legal status |  |
| Address |  |
| Telephone |  |
| website |  |
| Name of contact person |  |
| e-mail |  |

## Economic and financial capacity

*Please complete the following table of financial data based on your annual accounts for the last three years starting from 2019 (2019-2021 or 2020-2022) – former years will not be accepted. The data in the table must be inserted for the Lead Applicant only.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data of** *<name>* | **2019** | **2020** | **2021** | **Average** |
| Annual turnover[[3]](#footnote-4) | **€** | **€** | **€** | **€** |
| Current ratio assets/liabilities |  |  |  |  |
| Profit/Loss for the financial year |  |  |  |  |

## Staff resources

*Please provide the following personnel statistics for the current year and the two previous years.*

*The data in the table must be* ***inserted for the Lead Applicant.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Annual manpower** | **2021** | **2022** | **2023** |
| *<name lead>* | Overall | Technical experts | Overall | Technical experts | Overall | Technical experts |
| Permanent staff  |  |  |  |  |  |  |
| Other staff [[4]](#footnote-5) |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

## Experience

*Please complete a table using the format below to summarise the major relevant projects carried out over the past 5 years by the legal entity or entities applying for the grant. The number of references to be provided* ***must not exceed 10****. Please have in mind that ongoing projects can only be evaluated until the date of submission. Please select the project references in such a way that they illustrate the following:*

* *The* ***Lead Applicant’s*** *management capacity of projects as leading entity*
* *The* ***Lead Applicant’s and the Co-applicants’*** *technical experience in similar projects*
* *The* ***Lead Applicants’*** *experience in having managed projects of similar amount of the proposed project (or at least of a similar amount of the EU contribution)*

*Additionally, please indicate in each sheet your role in the project as Lead Applicant or partner.*

*Previous experience which caused breach of contract and termination by a Contracting Authority shall not be used as reference.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of legal entity** |  | Lead |[ ]  **Project title** |  |
|  |  | Partner |[ ]   |  |
| **Country** |  | **Overall value (€)** |  |
| **Name of client/donor** |  | **Proportion managed by legal entity (%)[[5]](#footnote-6)** |  |
| **Partners/members of consortium** |  | **Dates (from [mm/yyyy] – to [mm/yyyy])** |  |
| **Detailed description of project, service or supply** | **Impact achieved / Outputs produced**  |
|  |  |

## Declaration by the Lead Applicant[[6]](#footnote-7)

**The Lead Applicant, represented by the undersigned, being the authorised signatory of the Lead Applicant, and in the context of the present application, representing any Co-applicant(s) in the proposed Action, hereby declares that:**

1. the Lead Applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
2. the Lead Applicant is directly responsible for the preparation, management and implementation of the Action with the Co-applicant(s), if any, and is not acting as an intermediary;
3. The Lead Applicant and the Co-applicant(s) are not in any of the situations excluding them from participating in contracts which are listed in Section 5 of the sequa award guide (attached to this call for proposals). The Lead Applicant and each Co-applicant entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
4. **the Lead Applicant and each Co-applicant(s) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
5. if recommended to be awarded a grant, the Lead Applicant and the Co-applicant(s) accept the contractual conditions as laid down in the standard grant contract published with the guidelines for applicants;

We acknowledge that if we participate in spite of being in any of the situations listed in Section 5 of the sequa award guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the sequa website in accordance with the management guide in force. We are aware that, for the purposes of safeguarding the sequa’s and EU’s financial interests, our personal data may be transferred to the EU internal audit services, to the EU early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the Lead Applicant

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

## Mandates by Co-applicants[[7]](#footnote-8)

The Co-applicant authorises the Lead Applicant <*indicate the name of the organisation*> to submit on its behalf the present application form and to sign on its behalf the standard grant contract (published with the guidelines) with sequa (Contracting Authority), as well as, to be represented by the Lead Applicant in all matters concerning this grant contract.

The Co-applicant <*indicate the name of the organisation*> are not in any of the situations excluding them from participating in contracts which are listed in Section 5 of the sequa award guide (attached to the call for proposals).

The Co-applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under Sections 2.1.1 and 2.2.2 of the guidelines for applicants.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name:** |  |
| **Organisation:** |  |
| **Position:** |  |
| **Signature:** |  |
| **Date and place:** |  |

# Detailed application form (max 15 pages excl. logframe & budget)

## Intervention logic and indicators

*Please provide some details on the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s) and finally the outcome(s) to the expected impact. Provide some details on the achievement of indicators. The logframe has to be inserted in Chapter 3.8.*

## Target groups and final beneficiaries

*Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the Action will address these needs and improve their situation.*

## Detailed description of activities

*Identify and describe in detail each activity (or work package) to be undertaken to produce results, justifying the choice of activities and specifying the role of each Co-applicant(s) and if applicable of contractors/service providers in the activities. Please note that contractors/service providers may not be defined in advance and have to be selected competitively after the start of the Action. Please demonstrate coherence and consistency of project design.*

*This description per activity may be done in table format, e.g.*

|  |
| --- |
| *Activity 1.1 Title* |
| *Objective or Reason* |  |
| *Details* | * *Xx*
* *Xx*
* *Xx*
* *xx*
 |
| *Deliverables* |  |
| *Leading Organisation* | *Xxx and role of Co-applicants if applicable* |
| *Contractors / service providers* | *If applicable* |

## Deliverables

*Please list in bullet points any outputs including studies, publications envisaged for the Action.*

## Indicative Plan of Action

*The action plan for the first 12 months of implementation should give an overview of the sequence of implementation of each activity. The action plan for each of the subsequent quarters may be more general. The activities should match those mentioned in the detailed description (Chapter 3.3.). The duration must be between 18 and 27 months. Add or delete lines as applicable.*

The duration of the Action will be ***number* months**.

|  |
| --- |
| **YEAR 1** |
| AIV indicator/ own indicator |  | **Numerical goal (SMEs, people, events, etc.) per month** |  |
| *(fill in with the number code of the indicator)\** | **Activity** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **TOTAL Year 1** |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* In case of indicators that contribute to the Programme indicators please use the numbering as mentioned in the table in chapter 1.2.6 of the guidelines.

|  |
| --- |
| **YEAR 2** |
| AIV indicator/ own indicator |  | **Numerical goal (SMEs, people, events, etc.) per month** |  |
| *(fill in with the number code of the indicator)\** | **Activity** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **TOTAL Year 2** |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* In case of indicators that contribute to the Programme indicators please use the numbering as mentioned in the table in chapter 1.2.6 of the guidelines.

|  |
| --- |
| **YEAR 3** |
| AIV indicator/ own indicator |  | **Numerical goal (SMEs, people, events, etc.) per month** |  |
| *(fill in with the number code of the indicator)\** | **Activity** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **TOTAL Year 2** |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* In case of indicators that contribute to the Programme indicators please use the numbering as mentioned in the table in chapter 1.2.6 of the guidelines.

## Implementation approach / methodology

3.6.1 Methods of implementation

3.6.2 Organisational structure, the team proposed and project governance

3.6.3 Planned monitoring arrangements and subsequent follow up

3.6.4 Intended cooperation with relevant other projects

## Sustainability of the Action

*Explain how the Action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.*

## Logical Framework

The Logical framework (logframe) matrix (attached Excel file, Appendix 2) should evolve during the Action (i.e. the projects). In addition to a monitoring system at programme level, the logframe should serve the implementing partners as orientation for monitoring. The logframe can be revised as necessary in consultation with the Contracting Authority. There is no need to paste it in here extra.

## Budget, amount requested, expected sources of funding and budget division

Please fill in the **separate Excel template (Annex III)**. There is no need to paste it in here extra.

1. Please refer to: <https://www.sequa.de/en/privacy-statement/> [↑](#footnote-ref-2)
2. **Target groups** are groups/entities who will directly benefit from the Action at the Action purpose level. [↑](#footnote-ref-3)
3. The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#footnote-ref-4)
4. Other staff not directlyemployed by the tenderer on a permanent basis (i.e. under fixed-term contracts). [↑](#footnote-ref-5)
5. This does not refer to the own contribution. [↑](#footnote-ref-6)
6. To be handed in as separate document (see chapter 2.2 of the Guidelines for grant applicants). [↑](#footnote-ref-7)
7. To be handed in as separate document(s) (see chapter 2.2 of the Guidelines for grant applicants). [↑](#footnote-ref-8)