**Annex II**

**GRANT APPLICATION FORM FOR**

***U-SPACE CALL***

***CEF-SESAR-2018-1***

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| **PROGRAMME CONCERNED** |
| **SESAR JOINT UNDERTAKING**  **SINGLE PROGRAMMING DOCUMENT (YEARS 2018-2019)** |
| **REFERENCE NUMBER OF THE CALL FOR PROPOSALS** |
| CEF-SESAR-2018-1 |
| **SUMMARY OF THE APPLICATION** |
| Title: |
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|  |
| Identity of the *Consortium Coordinator[[1]](#footnote-1)* |
| Summary of the action:  *[ Please provide a short summary (max. 2,000 characters, with spaces) to clearly explain:*  *• the objectives of the proposal*  *• how they will be achieved*  *• their relevance to the Call for proposal.]*  *Applicants submitting applications in a language other than English are recommended to submit an English translation of the summary of the proposal.* |
| Duration (in months): |
| Requested amount (in €): |

Before filling in this form, please read carefully the relevant call for proposals, the Technical Specifications, and any other reference documents related to this grant programme available on our site ‘http://www.sesarju.eu/procurement’'.

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 consortium coordinator;
* 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 an application the applicant accepts that in case of award certain data like the name, locality and amount (amongst others) will be published.

# I. INFORMATION ON THE APPLICANT

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| **1 REFERENCES OF THE CONSORTIUM COORDINATOR** |

1.1 Consortium Coordinator

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| **1.1.1 IDENTITY OF THE CONSORTIUM COORDINATOR** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form: |
| 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 to this application in the Legal Entity Form [form available at:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm>]

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| **1.1.2 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**.**

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| **1.1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL** |
| Family name: First Name: |
| Position/Function: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |
| **1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name: First Name: |
| Position/Function/Mandate: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

1.2 Entity forming the consortium No 2 (Repeat this part as often as is required to include all entities forming the consortium)*.*

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| **1.2.1 IDENTITY OF THE ENTITY** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the entity is a public-sector body.) |
| VAT number (if applicable): |

The legal details are attached to this application in the Legal Entity Form [form available at:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm>]

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| **1.2.2 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 the entity.

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| **1.2.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL** |
| Family name: First Name: |
| Position/Function: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |
| **1.2.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)** |
| Family name: First Name: |
| Position/Function/Mandate: |
| Telephone: Mobile: |
| Fax: |
| E-mail address: |

1.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities)*.*

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| **1.3.1 IDENTITY OF THE AFFILIATED ENTITY**  **(**This box shall be filled in by all affiliated entities**)** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the entity is a public-sector body.) |
| VAT number (if applicable): |
| Legal or capital link with the applicant, if applicable:  The affiliated entity should provide a short description of the legal or capital link with the applicant and provide the statutory documents and/or consolidated accounts. |

The legal details are attached to this application in the Legal Entity Form [form available at:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm>]

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| **2 BANK DETAILS** |

The bank details are attached to this application in the Bank Account Form (BAF) [form available at: <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm>]

To be filled in exclusively by the Coordinator.

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| **3 PROFILE OF THE APPLICANTS** |

3.1 Coordinator

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| **PROFILE OF THE Coordinator— GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The entity shall state his legal status by ticking one or several options  Public body  Non-profit making organisation  Educational and training establishment  Research Centre/Institute  Other (please specify)  SME |
| The Coordinator should provide a short description of the organisation/group/consortium including affiliated entities involved in the action. |

3.2 Entity forming the consortium No 1 (Repeat this part as often as is required to include all applicants)

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| **PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The entity shall state his legal status by ticking one or several options  Public body  Non-profit making organisation  Educational and training establishment  Research Centre/Institute  Others (please specify)  SME |

[3.3 Affiliated Entity No 1] (Repeat this part as often as is required to include all affiliated entities)

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| **PROFILE OF THE AFFILIATED ENTITY No 1 — GENERAL AIMS AND ACTIVITIES** |
| [Year of foundation]: |
| The entity shall state his legal status by ticking one or several options  Public body  Non-profit making organisation  Educational and training establishment  Research Centre/Institute  Others (please specify)  SME |

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| **4 INFORMATION ON THE GOVERNANCE OF THE APPLICANTS** |

4.1 Coordinator

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| **4.1.1 COORDINATOR’S STRUCTURE**  List the organisations holding capital or shares in the coordinator, where appropriate specifying the proportion held (insert rows if necessary) | |
| **Organisation** | **Proportion held** |
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| **4.1.2 COORDINATOR’S MANAGEMENT**  List the members of the coordinator’s administrative board or equivalent body, specifying their profession and position (insert rows if necessary) | |
| **Member** | **Profession/Position** |
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4.2 Entity forming the consortium n. 1] (Repeat this part as often as is required to include all entities forming the consortium)

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| **4.2.1 ENTITY’S STRUCTURE**  List the organisations holding capital or shares in the entity, specifying the proportion held where appropriate (insert rows if necessary). | |
| **Organisation** | **Proportion held** |
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| **4.2.2 ENTITY’S MANAGEMENT**  List the members of the entity’s administrative board or equivalent body, specifying their profession and position (insert rows if necessary). | |
| **Member** | **Profession/Position** |
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| **4.3 EU Member State Approval** |

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| Ministry's legal name |  |

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| --- | --- | --- | --- |
| Legal address | | | |
| Street name |  | Number |  |
| City |  | | |
| Postal code |  | | |
| Country |  | | |

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| **Representative authorised to sign this proposal** | | | | | | | |
| Family name |  | First name(s) | |  | | | |
| Function |  | | | | | | |
|  | | | | | | | |
| Is the address different from the legal address? | | | YES | |  | NO |  |
| Street name |  | | Number | | |  | |
| City |  | | | | | | |
| Postal code |  | | | | | | |
| Country |  | | | | | | |
| Phone |  | | | | | | |
| Email |  | | | | | | |

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| --- | --- |
| Date |  |
| Signature of the competent EU Member State Ministry |  |

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| **5. Requirements for consortia with third countries or entities established in third countries** |

5.1 Applications submitted by consortia with partners from neighbouring / third countries must include:

* The agreement of an EU Member State concerned by the proposed Action (application form part 4.3)
* An explanation on why the participation of the third country or entity(ies) established in third countries is necessary and/or indispensable (part 5.2)

**All required supporting documents must be duly filled in, signed and stamped if relevant, and sent together with the rest of the documents.**

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| **5.2 Declaration on participation of a neighbouring/third country applicant in accordance with Article 9(4) of the CEF Regulation** |

Complete the form below **ONLY** if the proposal includes participation of one or more neighbouring/third country or entity established in a neighbouring/third country.

Please provide explanations why the participation of the one or more neighbouring/third country or entity established in a neighbouring/third country is necessary and/or indispensable in order to achieve the objectives of the project of common interest to which the proposal relates:

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# II. OPERATIONAL AND FINANCIAL CAPACITY

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| **1 OPERATIONAL CAPACITY** |

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

Applicants must show within their respective proposal the intended means of delivering the complete set of skills, competencies, experience and availabilities in all aspects of the planning, executing, coordination, analysis and reporting necessary to cover the full scope described in Section 2 and applicable parts of section 3 of the Technical Specifications document.

In this respect, applicants have to submit, on behalf of all entities forming the consortium, the evidence listed in section 8.2 of the Call for proposals.

1.1 Coordinator

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE COORDINATOR** |
|  |

1.2 Entity participating to the consortium (Repeat this part as often as is required to include all entities)

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE ENTITY** |
|  |

1.3 Affiliated Entity No1 (Repeat this part as often as is required to include all affiliated entities)

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE AFFILIATED ENTITY No 1** |
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| **2 FINANCIAL CAPACITY** |

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| **LEGAL NOTICE**  Where the application concerns grants for an action for which the amount exceeds EUR 750 000, an audit report produced by an approved external auditor must be submitted*.* This report shall certify the accounts for the last financial year available. |

2.1 Coordinator

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| **PROOF OF FINANCIAL CAPACITY** |
| Applicants should provide the following document[s] as evidence of their financial capacity:   * *Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.* * *Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.* |

*[or]*

|  |  |  |
| --- | --- | --- |
| **FINANCIAL CAPACITY OF THE CO-ORDINATOR** | | |
| The applicant must show that it has sufficient and stable sources of funding to carry out the action throughout the entire period for which the action is planned and to participate in its funding. The indicators refer to the last *[two]* financial year*[s]* for which accounts have been closed. | | |
|  | **Year N** | ***[Year N-1]*** |
| **Turnover or equivalent** |  |  |
| **Gross operating profit** |  |  |
| **Total liabilities** |  |  |
| **Equity or equivalent** |  |  |
| **Current asset** |  |  |
| **Short-term debt (< 1 year)** |  |  |
| **Total payroll** |  |  |

2.2 Entity forming the consortium (Repeat this part as often as is required to include all entities)

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| **PROOF OF FINANCIAL CAPACITY** |
| Entities forming the consortium should provide the following document[s] as evidence of their financial capacity:   * *Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.* * *Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.* |

*[or]*

|  |  |  |
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| **FINANCIAL CAPACITY OF THE ENTITY** | | |
| The entity must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned and to participate in its funding. The indicators refer to the last *[two]* financial year*[s]* for which accounts have been closed. | | |
|  | **Year N** | ***[Year N-1]*** |
| **Turnover or equivalent** |  |  |
| **Gross operating profit** |  |  |
| **Total liabilities** |  |  |
| **Equity or equivalent** |  |  |
| **Current asset** |  |  |
| **Short-term debt (< 1 year)** |  |  |
| **Total payroll** |  |  |

2.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities)

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| --- |
| **PROOF OF FINANCIAL CAPACITY** (No 1 - to be repeated for each affiliated entity. This box shall ONLY be filled in the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as thesole beneficiary) |
| Affiliated entities should provide the following document[s] as evidence of their financial capacity:   * *Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.* * *Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.* |

*[or]*

|  |  |  |
| --- | --- | --- |
| **FINANCIAL CAPACITY OF THE ENTITY** (No 1 - to be repeated for each affiliated entity. This box shall ONLY be filled in the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as thesole beneficiary  The entity must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned. The indicators refer to the last *[two]* financial year*[s]* for which accounts have been closed. | | |
|  | **Year N** | ***[Year N-1]*** |
| **Turnover or equivalent** |  |  |
| **Gross operating profit** |  |  |
| **Total liabilities** |  |  |
| **Equity or equivalent** |  |  |
| **Current asset** |  |  |
| **Short-term debt (< 1 year)** |  |  |
| **Total payroll** |  |  |

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| **2.4 GUARANTEES GRANTED BY THIRD PARTIES**  (applicants should state whether there are any guarantees provided by one or more third party, for example a State guarantee) |

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

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| **1 DESCRIPTION OF THE ACTION**  *The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the SJU to make an effective assessment against the award criteria.*  *Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded.*  **Page limit:** Section III, 1-2 should not be longer than 40 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit. |
| **Proposal Title:** |
| **Proposal Acronym:** |
| Second layer – focus area for the demonstrations: *[Indicate at least one focus area and detail it in your proposals. See section 3.3 of Annex I “Technical Specifications”]* |
| * Focus area 1: Two (2) or more U-space service providers providing the drone traffic management service in a shared airspace. |
| * Focus area 2: Urban U-space, a framework for urban traffic management of drones |
| Third layer option(s): *[choose one or more of these options, and detail it in your proposal. See section 3.4 of Annex I “Technical Specifications”]* |
| 1. Demonstrations of some U-space enhanced services (U3) as defined and listed in Technical Specifications; |
| 1. Drone operations in controlled airspace especially close to airports (including airspace design and procedural interface with ATC); |
| 1. Inclusion of operations performed by sport aviation/general aviation or rotorcraft in the flying demonstration(s); |
| 1. Inclusion of leisure drone user(s) in demonstration activities to show that the general public can pursue their hobbies in this shared environment, and also benefit from some of the U-space services; |
| 1. Inclusion of a new and/or innovative communication data link; |
| 1. Demonstration of synergies with European Innovation Partnership on Smart Cities and Communities (EIP-SCC)[[2]](#footnote-2) and/or between at least two (2) of the sectors covered by CEF regulation; |
| 1. Use of Vehicle to Infrastructure communication (V2I) communication as the ability for drones to share information with infrastructure components; |
| 1. Use of Vehicle to Vehicle (V2V) communication as the ability for drones to communicate information to each other; |
|  |
| **RELEVANCE** |
| **1. Alignment of proposal objectives and material with the call technical specifications. The proposal describes in a clear and pertinent manner how it proposes to address the call technical specifications defined. Correct identification of existing SESAR projects (listed in the technical specification) to be linked to the proposed Action, and the inclusion of any existing reference material and planned information exchange with these project(s). The proposal addresses one or more options of the third layer (corresponding to additional 0.30/5 points under this criterion, independently from the number of options addressed).**  *[In this section, include also details on how the proposal will address the first layer objectives as listed in section 3.2 of Annex I “Technical Specifications”]* |
| **2. Contribution to EU added value. The proposal is sufficiently ambitious and credible to add substantial value to Europe if deployed at a wide scale and also has the potential to move to market take-up (B2B or B2C) within 36 months. The proposal demonstrate complementarity with other EU projects, in view of optimising the impact of investments already made in the field of U-Space and reducing the risk of double-funding.** |
| **3. Relevance to CEF priorities. The proposal shall provide evidence of synergies between at least two of the sectors covered by Connecting European Facility Regulation and/or other Union Programmes, e.g. “Smart Cities” and H2020 programme, SESAR project.** |
| **MATURITY** |
| **1. Credible, realistic and optimal roll-out of U2. The proposed activities to be executed will contribute to a credible, realistic and optimal roll-out of U2 to the level of market uptake.** |
| **2. Potential to bring important progress. The underlying architecture is sound and has the potential to bring important progress to an existing state, industrial sector, business practice and/or societal challenge if deployed.** |
| **3. The intrinsic quality of the proposal shows readiness to bring U-space services to a significantly higher level than current state-of-the-art. The proposal demonstrates that, in terms of value for money, problems solved, new applications, sustainability, etc. there is significant potential to deliver the required demonstrations by September 2019 and complete the scope of work, meeting the requirements of the call specifications within 18 months.** |
| **IMPACT** |
| **1. The proposal could reasonably lead to implementation of U-space services in Europe. In addition the result can be enhancing the innovation capacity of the consortium partners.** |
| **2. Strengthens / accelerates the implementation of U-space. The approach to demonstrating, involving key players and describing a clear path to implementation is well documented, including the use of planned collaboration with other projects awarded under this call.** |
| **3. Contributes to regulation, standards and market opportunity. The market size, prospects for growth, and intended positioning of the solution shall be well documented, taking account of the needs for regulation and standards, and leading towards a positive opportunity for market launch within 36 months (unless specifically justified otherwise).** |
| **4. Plan includes effective measures to exploit and disseminate the project results. The project plan (including IPR management) addresses blocking factors and mitigations towards new business opportunities and means of capitalising on this with stakeholder buy-in to the approach.**  *[Include here also a plan for communication and dissemination]* |
| **5. Involvement of key stakeholders that can help with market introduction. A convincing strategy is provided to get key stakeholders on board, including EASA.** |
| **6. Generation of a positive impact at the European level. The proposed innovation is expected to deliver impacts other than economic (societal, environmental, scientific, etc.), in particular safety, privacy and security aspects are to be addressed.** |
| **QUALITY** |
| **1. The work plan is coherent, effective & realistic. Taking into account the project's ambition and objectives, includes a realistic and relevant time-frame, and refers to a sound and comprehensive implementation plan, in particular in relation to major deliverables. Tasks and resources are allocated in an appropriate and cost-effective way.** |
| **2. The partners are able to deliver and continue towards a fast, wide market uptake. Together the partners have what it takes (personnel, facilities, skills, networks, access to markets…). All implementation risks and threats are well identified; the proposal contains a risk mitigation plan, with detailed actions.** |
| **3. The organisational framework & governance structure are established in a clear and efficient way. Decision-making framework and strong engagement plan for relevant authorities including EASA is in place.** |
| **4. There is a broad and adequate strategy for knowledge management and protection. This strategy must be sufficient to ensure "freedom to operate" for all within the context of the Call and the proposed innovation/solution.** |
| **5. The roll-out plan is realistic and convincing. It is reasonable to presume that after concluding the work viable U-Space service and related applications could be in place within 36 months.** |

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| **2 PLANNED DURATION OF THE ACTION (in months):** | | | | | | | | | | | | | |
| **Planned starting date:** | | | | | | | | | | | | | |
| Start date (DD/MM/YY): | | | | | | | | | | | | | |
| *If retroactive to grant agreement signature, write here the justification:* | | | | | | | | | | | | | |
| End date *(DD/MM/YY):* | | | | | | | | | | | | | |
| **TIMETABLE FOR EACH STAGE OF THE ACTION SHOWING MAIN DATES AND EXPECTED RESULTS FOR EACH STAGE** (table to be repeated as many times as necessary)  *[****IMPORTANT:*** *The awarded projects shall perform full demonstration activities within their host EU Member State by August 2019 and deliver to the SJU an initial study report, concentrating on the results of the demonstration activities, in September 2019.*  *After completion of all studies performed under the Action, a final Study report shall be delivered to the SJU by no later than end of January 2020 and the Action shall remain open to address any SJU comments on the final study report in the period up to the end of March 2020.*  *In the period from September 2019 to March 2020, actions shall provide recommendations to the SJU and contribute to the elaboration of the common requirements for the harmonised deployment of U-space in Europe under the aegis of the SJU. In addition, the actions should also provide recommendations on rules and standards needs for the set-up of appropriate rulemaking framework in particular under the aegis of EASA. These findings shall be documented through the initial and final versions of the Study Report submitted to the SJU for comment and approval.*  *All results shall be delivered by January 2020. A close-out meeting shall be foreseen for no later than March 2020.*  Please include a *Gantt chart and indicate the estimated dates in line with the eligibility criterion above]* | | | | | | | | | | | | | |
|  | Semester 1 | | | | | | | Semester 2 | | | | | |
| Activity | | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Preparation Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  |
| Implementation Activity 1 (title) | |  |  |  |  |  |  |  |  |  |  |  |  |
| Preparation Activity 2 (title) | |  |  |  |  |  |  |  |  |  |  |  |  |
| Etc. | |  |  |  |  |  |  |  |  |  |  |  |  |

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| **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 JU 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. |

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| **3 3 BUDGET** |
| **Estimated Budget — Annex II b**  Applicants must include a detailed estimated budget in balance, in which all costs are given in euros (see model in Annex II b).  Applicants from countries outside the euro zone may use [the conversion rates published in the Official Journal of the European Union, series C, during the month in which they are submitting the application] or [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

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| **1 UNION FUNDING** |
| **1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION** |
| Have the applicant and/or any of the entities forming the consortium or affiliated entities 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 Union funding** |  |  |

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

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| **2 OTHER SOURCES OF EXTERNAL FUNDING — NON UNION** | |
| 2.1 **SUPPORT AWARDED** | |
| Have the applicant, any of the entities forming the consortium or any of the affiliated entities already received confirmation relating to any external funding for the action?  NO  YES — Continue to the [table in the Annexes (Budget)] [following table] | |
|  | |
| **CONTRIBUTIONS BY THIRD PARTIES**  The applicants should indicate the details of the third party following the model below — Third parties must be the same as those listed in the budget (add rows if necessary) | |
| **Third Party 1** |  |
| Official name in full |  |
| Official address |  |
| Estimated amount of funding to be provided for the operation |  |
| Conditions or reservations (if any) |  |

|  |
| --- |
| 2.2 **REQUESTED SUPPORT** |
| Have the applicant, any of the entities forming the consortium or any of the affiliated entities requested, applied or are awaiting confirmation relating to external funding for the action?  NO  YES — Continue to the [table in the Annexes (Budget) ] [following table] |

|  |  |
| --- | --- |
| **DETAILS OF FUNDS REQUESTED —** The applicant should indicate the details of the requested funds following the model below (add rows if necessary) | |
| **Organisation/Entity Concerned 1** | |
| Name of the organisation |  |
| Official address |  |
| Requested amount |  |

If processing your reply to the call for proposals involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by SJU. Details concerning the processing of your personal data are available on the privacy statement at: <http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf>.

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[[3]](#footnote-3). For more information, see the Privacy Statement on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

By submission of the present application, acceptance of the terms and conditions laid down in the Call for Proposals and its Annexes is confirmed.

Date:

Name of legal representative:

Signature:

# CHECKLIST FOR APPLICANTS

|  |  |
| --- | --- |
| All sections of the application form have been filled in, where appropriate, in accordance with the Call for proposals. |  |
| * In case the applicant is a consortium consisting of a public or private undertakings or bodies established in Member States, the application form includes the validation of the Member State |  |
| All required supporting documents have been provided |  |
| 1. LEF (all applicants) duly filled in and signed 2. BAF (coordinator or single applicant) duly filled in and signed 3. Supporting evidence of LEF (section 7.1 CFP) |  |
| 1. Declaration on honour on eligibility, exclusion and selection (sections 7.1, 7.2, 8.4 , 9.1 and 9.2 CFP) – Annex II a |  |
| 1. The profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed; or the business plan (for newly created entities), or (section 9.1 CFP) |  |
| The table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form (section 9.1 CFP). |  |
| 1. Appropriate statement from banks or tax declaration or evidence of professional risk indemnity insurance (section 9.1 CFP). |  |
| 1. In case a grant is ≥750.000€, an audit report produced by an approved external auditor certifying the accounts for the last financial year available (section 9.1 CFP). |  |
| 1. Curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications) (section 9.2); |  |
| 1. The organisation's activity reports (section 9.2); |  |
| 1. An exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out (section 9.2); |  |
| 1. A description of the technical equipment, tools or facilities and patents at the disposal of the applicant (section 9.2); |  |
| 1. A Letter of support from the National Supervisory Authority of the State where the activities are being performed (section 9.2); |  |
| 1. Estimated budget of the Action – Annex II b |  |

1. Please consult Section 6.1 of the Call for proposals for the definition of eligible applicants. [↑](#footnote-ref-1)
2. http://ec.europa.eu/eip/smartcities/index\_en.htm [↑](#footnote-ref-2)
3. 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-3)