



Contracting authority: Ministry of Finance, Government of Tonga

**11th European Development Fund
Support to Civil Society in Tonga**

Grant application form

Reference: EuropeAid/166296/IH/ACT/TO

Deadline for submission of concept note: 21 October 2019, 4pm
Tonga Time

Deadline for submission of full proposal: The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

Title of the action:	
Number & title of lot	
Location(s) of the action:	<i>Kingdom of Tonga</i>
Name of the lead applicant	
Nationality of the lead applicant ¹	

Dossier No	
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(for official use only)

¹ An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call.

EuropeAid ID ²	
Ongoing contract/legal entity file number (if available) ³	
Legal status ⁴	
Co-applicant ⁵	<Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant >
Affiliated entity ⁶	<Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant or co-applicant >

Lead applicant's contact details for the purpose of this action	
Postal address:	
Telephone number: (fixed and mobile) country code + city code + number	
Fax number: country code + city code + number	
Contact person for this action:	
Contact person's email:	
Address:	
Website of the lead applicant:	

Any change in the addresses, phone numbers, fax 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.

² To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit

https://ec.europa.eu/europeaid/funding/about-calls-proposals/pador-helpdesk_en

³ If a lead applicant has already signed a contract with the European Commission and/or has been informed of the legal entity file number. If not, write 'N/A'.

⁴ E.g. non-profit, governmental body, international organisation.

⁵ Use one row for each co-applicant.

⁶ Use one row for each affiliated entity.

NOTICE

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The call for proposals and the grant contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of legal affairs unit of DG International Cooperation and Development.

Details concerning processing of your personal data by the Commission are available on the privacy statement at: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

In cases where you are processing personal data in the context of participation to a call for proposals (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above mentioned privacy statement to them.

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PART A. CONCEPT NOTE

1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that if this is a restricted call, only the concept note shall be submitted in the first stage (not the full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

- includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
- includes the table of the summary of the action (without any limitation of size)
- includes the description of the action (not exceeding 2 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

1.1. Summary of the action

Please complete the table below.

Title of the action:	
Lot:	
Location(s) of the action:	
Total duration of the action (months):	
Requested EU contribution (amount)	
Requested EU contribution as a percentage of total eligible costs of the action (indicative) ⁷	%
Total indicative budget	TOPS
Objectives of the action	Overall objective (<i>i.e. impacts</i>) Specific objective(s) (<i>i.e. outcome(s)</i>)
Target group(s) ⁸	
Final beneficiaries ⁹	
Expected outputs	

⁷ If applicable, insert an additional % of the total accepted costs.

⁸ 'Target groups' are the groups/entities who will directly benefit from the action at the action purpose level.

⁹ 'Final beneficiaries' are those who will benefit from the action in the long term at the level of the society or sector at large.

1.2. Description of the action (max 2 pages)

Please provide all the following information:

- i. Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis)
- ii. Explain the objectives of the action given in the table in Section 1.1.
- iii. Describe the key stakeholder groups, their attitudes towards the action and any consultations held.
- iv. Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement..
- v. Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters
- vi. Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights¹⁰, gender equality¹¹, democracy, good governance, , support to youth, children's rights and indigenous peoples, environmental sustainability¹² and combating HIV/AIDS (if there is a strong prevalence in the target country/region).
- vii. Outline the broad timeframe of the action and describe any specific factor taken into account.

1.3. Relevance of the action (max 3 pages)

1.3.1. Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

- i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
- ii. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
- iii. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

1.3.2. Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

Please provide **all** the following information:

- i. State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).
- ii. Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.
- iii. Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.

¹⁰ Including those of people with disabilities. For more information, see 'Guidance note on disability and development' at https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en

¹¹ See Guidance on Gender equality at https://ec.europa.eu/europeaid/toolkit-mainstreaming-gender-equality-ec-development-cooperation_en

¹² See Guidelines for environmental integration at https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en

- iv. Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.
- v. Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.
- vi. Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others)

NB: In exceptional cases where it is impossible to involve national organisations¹³ from the target country because of the particular situation in that country, the lead applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the concept note.

1.3.3. Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

- i. Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.
- ii. Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.
- iii. Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
- iv. Explain any participatory process ensuring participation by the target groups and final beneficiaries.

1.3.4. Particular added-value elements

Indicate any specific added-value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice.

¹³ See footnote 2.

2 CHECKLIST FOR THE CONCEPT NOTE

EUROPEAID/166296/IH/ACT/TO

TECHNICAL COOPERATION FACILITY AND SUPPORT TO CIVIL SOCIETY PROGRAMME

ADMINISTRATIVE DATA	To be filled in by the lead applicant
<u>Name of the lead applicant</u>	
EuropeAid ID number	
Nationality¹⁴/country and date of registration¹⁵	
Legal entity file number¹⁶	
Legal status¹⁷	
<u>Co-applicant¹⁸</u>	
Name of the co-applicant	
EuropeAid ID number	
Nationality/country and date of registration	
Legal entity file number (if available)	
Legal status	
<u>Affiliated entity¹⁹</u>	
Name of the Affiliated-entity	
EuropeAid ID number	
Nationality/country and date of registration	
Legal status:	
Specify to which entity you are affiliated (lead applicant and/or the co-applicant).	
Specify the kind of affiliation you have with that entity.	

¹⁴ For individuals.

¹⁵ For organisations.

¹⁶ If the lead applicant has already signed a contract with the European Commission.

¹⁷ E.g. non-profit, governmental body, or international organisation.

¹⁸ Add as many rows as co-applicants.

¹⁹ Add as many rows as affiliated entities.

BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the proposal:	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The instructions for the concept note have been followed.		
2. The declaration by the lead applicant has been filled in and signed.		
3. The proposal is typed and is in English. Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.		
4. One original and 3 copies are included.		
5. An electronic version of the concept note is enclosed.		
PART 2 (ELIGIBILITY)		
6. The action will be implemented in the Kingdom of Tonga		
7. The duration of the action is between 12 months and 24 months (the minimum and maximum allowed).		
8. The requested contribution is between the minimum and maximum allowed.		
9. This checklist and the declaration by the lead applicant have been filled in and sent with the concept note.		
You may add points if the guidelines for applicants foresee additional eligibility criteria for the action		

3 DECLARATION BY THE LEAD APPLICANT (CONCEPT NOTE)

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) and affiliated entity(ies) in the proposed action, hereby declares that:

- the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
- the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
- the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- if the requested amount is above EUR 60 000 (approx. TOPS 153,000) : the lead applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do>);
- Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
- the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants;
- **the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
- if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement where the lead applicant is an organisation whose pillars have been positively assessed by the European Commission);

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical 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 Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the 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	
Signature	
Position	
Date	

4 ASSESSMENT GRID FOR THE CONCEPT NOTE

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
1. The submission deadline has been met.		
2. The concept note satisfies all criteria specified in the checklist.		
Administrative compliance has been checked by: Date:		
<u>DECISION 1:</u> The committee has decided to evaluate the concept note, which has passed the administrative check.		
The concept note has been evaluated by: Date:		
<u>DECISION 2:</u> The committee has decided to recommend evaluation of the full application.		

PART B. FULL APPLICATION FORM²⁰

To be completed only by applicants who receive an invitation to submit a full application
(at the time of the invitation)

1 GENERAL INFORMATION

Reference of the call for proposals	EUROPEAID/166296/IH/ACT/TO
Title of the call for proposals	SUPPORT TO CIVIL SOCIETY IN TONGA
Name of the lead applicant	
Number of the proposal²¹	
Title of the action	
Location of the action	Kingdom of Tonga
Duration of the action	
Number of the lot	

²⁰ The full application is composed of this full application form, the budget (Annex B) and the logical framework (Annex C).

²¹ For restricted procedures only; when the contracting authority has evaluated the concept note it informs the lead applicant of the outcome and allocates a proposal number.

2 THE ACTION²²

2.1. Description of the action

2.1.1. Description (max 13 pages)

Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s), possible intermediary outcomes and outputs.

- Briefly outline the relevance of the action to the objectives/sectors/themes/specific priorities of the call for proposals and to the particular needs and constraints of the target country/countries, region(s) (including synergy with other development initiatives and avoidance of duplication)
- 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. Describe the key stakeholder groups, their attitudes towards the action and any consultations held. Describe the technical and management capacities of target groups and/or any local co-applicants and affiliated entities.
- Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the outcome(s)²³ and finally the outcome(s) to the expected impact²⁴, making explicit the main assumptions and risks along this chain of results. .
- 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 and affiliated entity (and associates or contractors or recipients of financial support where applicable) in the activities. Do not repeat the action plan to be provided in Section 2.1.3, but demonstrate coherence and consistency of project design. List any publications proposed.
- If financial support is allowed by the guidelines for applicants, applicants wishing to give financial support to third parties must define, in line with the conditions set by the guidelines for applicants the objectives and results to be obtained with financial support, the different types of activities eligible for financial support, on the basis of a fixed list, the types of entity eligible or categories of persons which may receive financial support, the criteria for selecting these entities and giving the financial support, the criteria for determining the exact amount of financial support for each third entity, and the maximum amount which may be given. With reference to Section 2.4 of PRAG, the beneficiary of the grant contract shall be responsible for the respect of the EU restrictive measures in case of financial support to third entities.
- Indicate the main studies conducted in view of defining the scope of the action.
- Describe/highlight eventual changes of the information provided in the concept note.

2.1.2. Implementation approach (max 5 pages)

Describe in detail:

- the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;
- where the action continues a previous action, describe how the action is intended to build on the results of the previous action (give the main conclusions- highlighting and recommendations of any evaluations carried out);

²² The evaluation committee will refer to information provided in the concept note as regards objectives and the relevance of the action.

²³ The outcomes are the mid-term expected effects of the action fulfilling the specific objective(s)

²⁴ The impact is the long-term expected effect of the action fulfilling the overall objective

- where the action is part of a larger programme, explain how it fits or is coordinated with this programme or any other possibly planned project (please specify potential synergies with other initiatives, in particular by the European Union);
- the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);
- the role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;
- the planned monitoring arrangements and subsequent follow up
- the planned internal/external evaluation processes (*an evaluation should be foreseen for actions above EUR 500 000, and is highly recommended for actions below this amount*)
- the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding.

2.1.3. Indicative action plan for implementing the action (max 4 pages)

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should match those described in detail in Section 2.1.1. The implementing body must be either the lead applicant, co-applicant(s) or any of the affiliated entity(ies), associates or contractors. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

The action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods (NB: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the special conditions of the grant contract).

The action plan will be drawn up using the following format:

Year 1													
	Half-year 1						Half-year 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
Example	example												Example
Preparation Activity 1 (title)													co-applicant and/or affiliated entity
Execution Activity 1 (title)													co-applicant and/or affiliated entity
Preparation Activity 2 (title)													co-applicant and/or affiliated entity
Etc.													

For the following years:									
Activity	Half-year 3	4	5	6	7	8	9	10	Implementing body
Example	Example								Example
Execution Activity 1 (title)									co-applicant and/or affiliated entity
Execution Activity 2 (title)									co-applicant and/or affiliated entity
Preparation Activity 3 (title)									co-applicant and/or affiliated entity
Etc.									

2.1.4. Sustainability of the action (max 3 pages)

Please provide **all the** information requested below:

- Describe the expected impact of the action on its target group/beneficiaries, with qualitative and quantified data where possible, at technical, economic, social, and policy levels (will it lead to improved legislation, codes of conduct, methods, etc.?).
- Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with each proposed action, accompanied by relevant mitigation measures. A good risk analysis will include a range of risk types including physical, environmental, political, economic and social risks.
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:
 - a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.
 - b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of the action..
 - c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).
 - d. Environmental sustainability (where applicable): what positive/negative impact will the action have on the environment — have conditions been put in place to avoid negative effects on the natural resources on which the action depends and on the broader natural environment?
- Describe a dissemination plan and the possibilities for replication, extension of the action outcomes (multiplier effects), capitalisation on experience and knowledge sharing, clearly indicating any intended dissemination channel.

2.1.5. Logical framework

Please fill in Annex C²⁵ to the guidelines for applicants.

²⁵ Explanations can be found at the following address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>.

2.1.6. Budget, amount requested from the contracting authority and other expected sources of funding

Fill in Annex B to the guidelines for applicants to provide information on:

- the budget of the action (worksheet 1), for the total duration of the action and for its first 12 months;
- justification of the budget (worksheet 2), for the total duration of the action, and
- amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

For further information, see the guidelines for applicants (Sections 1.3, 2.1.4 and 2.2.5).

Where the guidelines for applicants allow the contracting authority to finance the action in full, you must justify any request for full financing by showing that it is essential to carry out the action.

Please list below the contributions in kind to be provided (please specify), if any (maximum 1 page).

Please note that the cost of the action and the contribution requested from the contracting authority must be stated in TOPS

2.2. Lead applicant's experience

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

Name of the lead applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ²⁶	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions.

²⁶ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Name of the lead applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²⁷	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

2.3. Co-applicant(s)'s experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

- i) For similar actions.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

²⁷ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Name of the co-applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²⁸	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years. Maximum 1 page per action and maximum 10 actions.

Name of the co-applicant:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name)²⁹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

2.4. Affiliated entity(ies) experience (if applicable)

This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested.

i) For similar actions.

²⁸ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

²⁹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

Please provide a detailed description of actions in the same sector and of a comparable scale to the one for which a grant is being requested managed by your organisation in the past three years.

Maximum 1 page per action.

Name of the affiliated entity:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³⁰	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

ii) Other actions

Please provide a detailed description of other actions managed by your organisation in the past three years.

Maximum 1 page per action and maximum 10 actions

Name of the affiliated entity:					
Project title:		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: coordinator, co-beneficiary, affiliated entity	Donors to the action (name) ³¹	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Objectives and results of the action					

³⁰ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

³¹ If the donor is the European Union or an EU Member State, please specify the EU budget line, EDF or EU Member State.

3 THE LEAD APPLICANT³²

EuropeAid ID number³³	
Name of the organisation	

3.1. Identity

The lead applicant's contact details for the purpose of this action	
Legal entity file number³⁴	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration³⁵/ Nationality³⁶	
Website and e-mail address of the organisation	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	

³² Remember to submit filled in organisation data forms (Annex F) for the lead applicant, each co-applicant and each affiliated entity together with the full application form.

³³ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit https://ec.europa.eu/europeaid/search/site/pador_en

This information does not need to be provided in case of calls where the European Commission is not the contracting authority.

³⁴ If the lead applicant has already signed a contract with the European Commission.

³⁵ For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location).

³⁶ For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please give reasons for its location).

The contracting authority must be notified of any change in addresses, phone numbers, fax numbers and e-mail, in particular. The contracting authority will not be held responsible in the event that it cannot contact an applicant.

4 THE CO-APPLICANT(S)

This section must be completed for each co-applicant within the meaning of Section 2.1.1 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each additional co-applicant.

	Co-applicant no.1
EuropeAid ID number³⁷	
Name of the organisation	
The co-applicant's contact details for the purpose of this action	
Legal entity file number³⁸	
Abbreviation	
Registration number (or equivalent)	
Date of registration	
Place of registration	
Official address of registration	
Country of registration³⁹/ Nationality⁴⁰	
Website and e-mail address of the organisation	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
Legal status	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No. NGO <input type="checkbox"/> Yes <input type="checkbox"/> No.
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral

³⁷ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit https://ec.europa.eu/europeaid/search/site/pador_en. This information does not need to be provided in case of calls where the European Commission is not the contracting authority.

³⁸ If the co-applicant has already signed a contract with the European Commission.

³⁹ For organisations. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location).

⁴⁰ For individuals. (If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location).

Is your organisation linked with another entity?	<input type="checkbox"/> Yes, parent entity: (please specify its EuropeAid ID:.....) <input type="checkbox"/> Yes, controlled entity(ies) <input type="checkbox"/> Yes, family organisation / network entity ⁴¹ <input type="checkbox"/> No, independent
History of cooperation with the lead applicant	

Important: This application form must be accompanied by a signed and dated mandate from each co-applicant, in accordance with the template provided below.

⁴² This number is available to an organisation which registers its data in PADOR. For more information and to register, please https://ec.europa.eu/europeaid/search/site/pador_en. This information does not need to be provided in case of calls where the European Commission is not the contracting authority.

Mandate (for co-applicant(s))

The co-applicant(s) authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) (or a Contribution Agreement, where applicable) with <indicate the name of the contracting authority> ('contracting authority'), as well as, to represent the co-applicant in all matters concerning this grant contract.

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:	

5 AFFILIATED ENTITY(IES) PARTICIPATING IN THE ACTION

5.1. Description of the affiliated entity(ies)

This section must be completed for each affiliated entity within the meaning of Section 2.1.2 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for each affiliated entity.

	Affiliated entity no.1
EuropeAid ID number ⁴²	
Full legal name	
Date of registration	
Place of registration	
Legal status	Profit-Making <input type="checkbox"/> Yes <input type="checkbox"/> No. NGO <input type="checkbox"/> Yes <input type="checkbox"/> No
Value based	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanistic <input type="checkbox"/> Neutral
If fulfilling the criteria and conditions to be considered as affiliated entity(ies) ⁴³ specify to which entity you are affiliated (lead applicant/co-applicant) detailing the specific nature of the affiliation (i.e. parent entity, family organisation / network entity, etc) and, if any, its EuropeAid ID	
Official address of registration ⁴⁴	
Country of registration ⁴⁵ / Nationality ⁴⁶	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	

⁴² This number is available to an organisation which registers its data in PADOR. For more information and to register, please https://ec.europa.eu/europeaid/search/site/pador_en. This information does not need to be provided in case of calls where the European Commission is not the contracting authority.

⁴³ As described in Section 2.1.2. of the guidelines for applicants.

⁴⁴ If not in one of the countries listed in Section 2.1.1 of the guidelines for applicants, please justify its location.

⁴⁵ For organisations.

⁴⁶ For individuals.

Number of employees	
History of cooperation with the lead applicant/co-applicant	
Category (refer to Section 3.2.1)	
Sector(s) (refer to Section 3.2.2)	
Target group(s) (refer to Section 3.2.3 3)	

Important: This application form must be accompanied by a signed and dated affiliated entities' statement from each affiliated entity, in accordance with the template provided below.

5.2. Affiliated entity(ies)'s statement

To ensure that the action runs smoothly, the Ministry of Finance through the National Authorising Officer (contracting authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

1. All affiliated entity(ies) must have read the guidelines for applicants and grant application form and understood their role in the action before the application is submitted to the contracting authority.
2. All affiliated entity(ies) must have read the standard grant contract (or Contribution Agreement, where applicable) and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation to which they are affiliated to sign the contract on their behalf with the contracting authority and represent them in all dealings with the contracting authority in the context of the action's implementation.
3. The affiliated entity(ies) must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the contracting authority.
5. Proposals for substantial changes to the action (e.g. changes in activities that could affect the basic purpose of the action, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the contracting authority.

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:	

6 ASSOCIATES PARTICIPATING IN THE ACTION

This section must be completed for each associated organisation within the meaning of Section 2.1.3 of the guidelines for applicants. You must make as many copies of this table as necessary to create entries for more associates.

	Associate <number>
Full legal name	
EuropeAid ID number⁴⁷	
Country of registration	
Legal status⁴⁸	
Official address	
Contact person	
Telephone number: country code + city code + number	
Fax number: country code + city code + number	
E-mail address	
Number of employees	
Experience of similar actions, in relation to role in the implementation of the proposed action	
History of cooperation with the applicants	
Role and involvement in preparing the proposed action	
Role and involvement in implementing the proposed action	

⁴⁷ This number is available to an organisation which registers its data in PADOR. For more information and to register, please visit https://ec.europa.eu/europeaid/search/site/pador_en.

⁴⁸ E.g. non-profit, governmental body or international organisation.

7 CHECKLIST FOR THE FULL APPLICATION FORM

EUROPEAID/166296/IH/ACT/TO

TECHNICAL COOPERATION FACILITY AND SUPPORT TO CIVIL SOCIETY PROGRAMME

ADMINISTRATIVE DATA <u>Name of the lead applicant</u> EuropeAid ID number Nationality⁴⁹/country and date of registration⁵⁰ Legal entity file number⁵¹ Legal status⁵²	To be filled in by the lead applicant
<u>Co-applicant⁵³</u> Name of the co-applicant EuropeAid ID number Nationality/country and date of registration Legal entity file number (if available) Legal status	
<u>Affiliated entity⁵⁴</u> Name of the affiliated-entity EuropeAid ID number Nationality/country and date of registration Legal status: Specify to which entity you are affiliated (lead applicant and/or the co-applicant). Specify the kind of affiliation you have with that entity.	

⁴⁹ For individuals.

⁵⁰ For organisations.

⁵¹ If the lead applicant has already signed a contract with the European Commission.

⁵² E.g. non-profit, governmental body, or international organisation.

⁵³ Add as many rows as co-applicant(s).

⁵⁴ Add as many rows as affiliated entities.

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
Title of the proposal: Technical Cooperation Facility and Support to Civil Society Programme	Yes	No
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form has been used.		
2. The declaration by the lead applicant has been filled in and signed. The lead applicant, the co-applicants and the affiliated entities have filled in the declaration on honour on exclusion criteria and selection criteria		
3. The proposal is typed and is in English Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.		
4. One original and three copies are included		
5. An electronic version of the proposal is enclosed		
6. Each co-applicant has completed and signed the mandate and the mandate is included. Please write 'Not applicable' (NA) if you have no co-applicant(s)		
7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included. Please write 'Not applicable' (NA) if you have no affiliated entity(ies)		
8. The budget is enclosed, in balance, presented in the format requested, and stated in TOPS.		
9. The logical framework has been completed and is enclosed.		
PART 2 (ELIGIBILITY)		
10. The action will be implemented in the Kingdom of Tonga		
11. The duration of the action is between 12 and 24 (the minimum and maximum allowed).		
12. The requested EU contribution is between TOPS (the minimum and maximum allowed).		
13. The requested EU contribution is between 50% and 98% of the total eligible costs (minimum and maximum percentage allowed). ⁵⁵		
14. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.		
You may add points if the guidelines for applicants foresee additional eligibility criteria for the action		

⁵⁵ If applicable, insert an additional % of the total accepted costs.

8 DECLARATION BY THE LEAD APPLICANT (FULL APPLICATION)

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

- the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
- the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
- the lead applicant certifies the legal statuses of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
- the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
- the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
- the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
- if the requested amount is above EUR 60.000 (approx. TOPS 153,000) the lead applicant, the co-applicant(s) and the affiliated entities must fill in and sign the declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <http://ec.europa.eu/europeaid/prag/document.do>. Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
- the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
- **the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
- if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

<list source and amount and indicate status (i.e. applied for or awarded)>

The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical 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 Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the 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	
Signature	
Position	
Date	

9 ASSESSMENT GRID FOR THE FULL APPLICATION

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
OPENING & ADMINISTRATIVE CHECK		
1. The submission deadline has been met.		
2. The full application satisfies all the criteria specified in the checklist in Section 7 of Part B.		
<u>DECISION:</u> The committee has decided to evaluate the full application, which passed the administrative checks.		
Administrative compliance has been checked by: Date:		
EVALUATION OF THE FULL APPLICATION		
<u>DECISION:</u> A. The proposal has been provisionally selected as one of the top ranked proposals within the available financial envelope and the committee has recommended eligibility checking.		
B. The proposal has been put on the reserve list as one of the top ranked proposals and the committee has recommended eligibility checking		
The proposal has been evaluated by: Date:		
ELIGIBILITY VERIFICATION		
3. The checklist for the full application form (part 2) has been duly completed.		
4. The lead applicant satisfies the eligibility criteria in Section 2.1.1 of the guidelines.		
5. The co-applicant(s), if any, satisfy the eligibility criteria in Section 2.1.1 of the guidelines.		
6. The affiliated entity(ies), if any, satisfy the eligibility criteria in Section 2.1.3 of the guidelines.		
7. The supporting documents listed below were submitted in accordance with the guidelines (Section 2.4)		
a. The lead applicant's statutes or articles of association		
b. The statutes or articles of association of the co-applicants and the affiliated entity(ies)		
c. The lead applicant's external audit report (if applicable)		
d. Copy of the lead applicant's latest accounts.		
Eligibility has been assessed by: Date:		
<u>DECISION:</u> The committee has checked the proposal's eligibility under the criteria laid down in the guidelines for applicants and has selected the proposal for funding.		