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|  | EUROPEAN COMMISSION  Directorate-General for Education, Youth, Sport and Culture  Culture and Creativity **Cultural Policy** |

**STANDARD GRANT APPLICATION FORM**

**FOR ‘*GRANTS FOR AN ACTION’***

*(****Monobeneficiary)***

**CALL FOR PROPOSAL – EAC/S14/2019**

**Pilot Project - Measuring the Cultural and Creative Sectors in the EU**

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| **PROGRAMME CONCERNED** |
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| **EAC/S14/2019** |
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| **SUMMARY OF THE APPLICATION** |
| Title: **Pilot Project - Measuring the Cultural and Creative Sectors in the EU** |
| Identity of the Coordinator: |
| Summary of the action (EN): |
| Duration (in months): |
| Requested amount (in €): |

Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this grants programme available on our site <https://ec.europa.eu/culture/calls_en>

Please make sure that your application:

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

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

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

No information will be published for scholarships aid to natural persons and other direct support paid to natural persons in most need.

**I. INFORMATION ON THE APPLICANT**S

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| **1 REFERENCES OF THE APPLICANTS** |

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| **1.1.1 IDENTITY OF THE APPLICANT** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form:  (Not applicable if the applicant is a natural person) |
| Legal personality[[1]](#footnote-1):  (Reply by "YES" or "NO").  (In case you answered with "NO"):  For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.) |
| VAT number (if applicable): |

The legal details will be attached in the Legal Entity Form available to download at <https://ec.europa.eu/info/publications/legal-entities_en>

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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: |

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

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| **1.2 AFFILIATED ENTITY** **No 1**  (Repeat this part as often as is required to include all affiliated entities)  **IDENTITY OF THE AFFILIATED ENTITY**  **(**This box shall be filled in by all affiliated entities, including the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as thesole beneficiary.**)** |
| Official name in full: |
| Acronym:  (if applicable) |
| Official legal form:  (Not applicable if the applicant is a natural person) |
| Legal personality[[2]](#footnote-2):  (Reply by "YES" or "NO"):  (In case you answered with "NO"):  For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf: |
| Place of establishment or registration:  (Address and country) |
| Entity registration number:  (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.) |
| VAT number (if applicable): |
| Legal or capital link with the applicant, if applicable:  The applicant should provide a short description of the legal or capital link with the applicant and provide the statutory documents and/or consolidated accounts. |

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| **2 BANK DETAILS** |

The bank details will be attached in the Bank Account Form (BAF) <https://ec.europa.eu/info/publications/financial-identification_en>

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| **3 PROFILE OF THE APPLICANTS** |

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| **3.1 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  International Organisation  Non-profit making organisation  Social Partner  Educational and training establishment  Research Centre/Institute  Other (please specify)  SME  Natural Persons |
| The applicant should provide a short description of the organisation/group/consortium including affiliated entities. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call. |

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| **3.2 PROFILE OF THE AFFILIATED ENTITY No 1 — GENERAL AIMS AND ACTIVITIES** (Repeat this part as often as is required to include all affiliated entities) |
| Year of foundation: |
| The entity shall state his legal status by ticking one or several options  Public body  International Organisation  Non-profit making organisation  Social Partner  Educational and training establishment  Research Centre/Institute  Others (please specify)  SME  Natural Persons |

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

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| **4.1 APPLICANT’S STRUCTURE**  List the organisations and/or natural persons holding capital or shares in the applicant, where appropriate specifying the proportion held (insert rows if necessary) | | |
| **Organisation/Natural person** | | **Proportion held** |
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| **4.2 APPLICANT’S MANAGEMENT**  List the members of the applicant’s administrative board or equivalent body, specifying their profession and position (insert rows if necessary) | | |
| **Member** | **Profession/Position** | |
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**II. OPERATIONAL AND FINANCIAL CAPACITY**

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| **1 OPERATIONAL CAPACITY** |

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| **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT** |
| The coordinator should provide*:* a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the applicant:** | | | | | | **Project title:** | | **Sector** | | | | **Location of the action** | **Amount of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity** | **Budgetary share in the project** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** | | … | … | … | … | … | |  |  |  |  |  | | **Objectives and results of the action** | |  | | | |  | |  | | | |

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| **1.2 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE AFFILIATED ENTITY No 1** (Repeat this part as often as is required to include all affiliated entities) |
| The affiliated entity should provide*:* a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of the entity:** | | | | | | **Project title:** | | **Sector** | | | | **Location of the action** | **Amount of the action (EUR)** | **Role in the action: Coordinator, co-applicant, affiliated entity** | **Budgetary share in the project** | **Dates (from dd/mm/yyyy to dd/mm/yyyy)** | | … | … | … | … | … | |  |  |  |  |  | | **Objectives and results of the action** | |  | | | |  | |  | | | |

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| **2 FINANCIAL CAPACITY** |

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| **LEGAL NOTICE**  This section should not be filled in by applicants who are natural persons in receipt of scholarships or natural persons most in need and in receipt of direct support.  For grants of or below EUR 60 000 as well as for grants to public bodies and international organisations the only supporting document to be required is the Declaration of Honour provided as annex I.  Where the application concerns grants for an action for which the amount exceeds EUR 750 000 for each applicant, or operating grants which exceed EUR 100 000, an audit report produced by an approved external auditor must be submitted where it is available, *and always in case where a statutory audit is required by Union or national law* certifying the accounts for the last available financial year. In all other cases, the applicant shall provide a self-declaration signed by the authorised representative certifying the validity of its accounts for up to the last three available financial years. It also provides for exceptions:   * the obligation to provide an audit report applies only to the first application by a given beneficiary in any one financial year; * it is possible to decide, depending on a risk assessment, to wave this obligation for education and training establishments. |

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| **2.1 PROOF OF FINANCIAL CAPACITY OF THE APLICANT** |
| The financial capacity will be assessed based on the methodology detailed in Annex V(a) and V(b) of the call for proposals.  The applicant should provide the following document as evidence of its financial capacity:   * a declaration on the honour by the grant applicant (see *Annex I Declaration on honour*).   Moreover according to point 3.1 of the methodology, applicants to this pilot project must provide proof of their financial capacity and are required to undergo the financial analysis provided for in point 4 of the same methodology. |

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| **2.2 PROOF OF FINANCIAL CAPACITY for affiliated 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 financial capacity will be assessed based on the methodology detailed in Annex V(a) and V(b) of the call for proposals.  Affiliated entities should provide the following document[s] as evidence of their financial capacity:   * a declaration on the honour by the grant applicant (see *Annex I Declaration on honour*).   Moreover according to point 3.1 of the methodology, applicants to this pilot project must provide proof of their financial capacity and are required to undergo the financial analysis provided for in point 4 of the same methodology. |

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| **2.3 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** |
| **Title:** **Pilot Project - Measuring the Cultural and Creative Sectors in the EU**  **Reference: EAC/S14/2019** |
| 1. ***Please describe the extent to which the proposal addresses the general and specific objectives of the action and contributes to attain its expected outputs and results.***   *In line with the Terms of Reference of the Call for Proposals EAC/S14/2019, the applicant should explain how the proposal will achieve the general and specific objectives and how it will attain the expected results. ..*  ***Describe the action,******on the basis of the main activities planned, and how it will be implemented -*** *Please see the Terms of Reference of the Call for Proposals EAC/S14/2019.* |
| 1. ***Please describe in particular how the activities proposed and the methodology would contribute to achieving the objectives, as well as the policy learning activities and sustainability.***   *In line with the Terms of Reference of the Call for Proposals EAC/S14/2019, Applicants need to describe in detail the research and other activities proposed, the methodology to achieve the objectives and the policy learning activities.*  *Applicants should describe how they intend to analyse the list of potential sources of data listed in the Terms of Reference of the Call for Proposals EAC/S14/2019 and how they intend to integrate them into their own research.*  *In addition, proposals should also contain information about the communication/cooperation channels with relevant data providers, (Eurostat, EU and international organisations, EU Member States’ national statistical institutes, industry representatives, etc.)..*  *The applicant should also explain how sustainability will be secured once the action has been completed (see Call for proposals EAC/S14/2019).* |
| 1. ***Please describe how the proposal intends to organize, coordinate and implement the various aspects of the proposed activities***   *In line with the Terms of Reference of the Call for Proposals EAC/S14/2019, Applicants need to describe in detail how they plan to organise, coordinate and implement the various aspects of the proposed activities.*  *Applicants should also describe the allocation of human resources and the relevance of the experience of the staff involved in the tasks assigned to them, as well as the relevance and allocation of the budget with regard to the planned activities/expected output.*  **Arrangements for monitoring/supervision of the operation and risks involved in its implementation:**  The applicant should explain how the action will be supervised. The applicant should refer to any risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated. |

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| **2 PLANNED DURATION OF THE ACTION (in months): 24** |
| **Planned starting date: January 2021** |

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| **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) | | | | | | | | | | | | | |
|  | 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 Commission where applicants demonstrate the need to start the action or work programme before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged. |

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| **3 3 BUDGET** |
| Estimated Budget — Annex III  Applications must include a detailed estimated budget in balance, in which all costs are given in euros. 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] [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** |

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| **1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION** |
| Have any of the applicants 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 |

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| **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 Commission department to which this application is submitted 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 any of the applicants or any of the affiliated entities already received confirmation relating to any external funding for the action?  NO  YES — Continue to the following table |

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| **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) |  |

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| 2.2 **REQUESTED SUPPORT** |
| Have any of the applicants or any of the affiliated entities requested, applied or are awaiting confirmation relating to external funding for the action?  NO  YES — Continue to the following table |

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| **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 (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. 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 Directorate-General for Education, Youth, Sport and Culture, Directorate D – Culture and Creativity, Unit D.1 – Cultural Policy. Details concerning the processing of your personal data are available on the privacy statement at:  <https://ec.europa.eu/info/system/files/privacy-statement-public-procurement-en_0.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 136 of the Financial Regulation. For more information, see the Privacy Statement on <http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf>

Annexes:

* Annex I Declaration of honour by the applicant
* Annex II Mandate letters (if applicable)
* Annex III Estimated Budget of the action
* Annex IV List of CVs
* Annex V(a) Methodology for assessing the financial capacity
* Annex V(b) Economic and financial capacity form
* Other supporting documents to be provided where applicable: see checklist for applicants – e.g.:
* Legal Entity Form (LEF) downloadable at: <https://ec.europa.eu/info/publications/legal-entities_en>
* Bank Account Form (BAF) downloadable at <https://ec.europa.eu/info/publications/financial-identification_en>
* Related statutory documents

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| **Name:**  **Function:** | **Signature:** |

**CHECKLIST FOR APPLICANTS**

*Please use this checklist to ensure that you attach all of the necessary documents:*

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| All sections of the application form have been filled in, where appropriate, and in accordance with the call. The application form has been signed. |  |
| The declaration(s) on honour has (have) been signed and attached in original (see template in Annex I) |  |
| Mandate letters have been signed and attached in original (if applicable; see template in Annex II) |  |
| The budget annex has been duly filled in and is attached (see template in Annex III) |  |
| List of CVs and CVs have been provided (see template in Annex IV) |  |
| The copies of activity reports of the coordinator organisation/sole beneficiary for the previous year (or the two most recent activity reports)[[3]](#footnote-3) |  |
| Legal details have been included in the Legal Entity Form downloadable at: <https://ec.europa.eu/info/publications/legal-entities_en> |  |
| Bank details have been included in the Bank Account Form[[4]](#footnote-4) downloadable at <https://ec.europa.eu/info/publications/financial-identification_en> (and certified by the bank) in original. |  |
| Annex V(b) Economic and financial capacity analysis form has been filled in and is attached |  |
| Balance sheets or extracts from balance sheets for the last year for which accounts have been closed have been included with the application form |  |
| Profit and loss account for the last financial year for which the accounts have been closed has been included with the application form |  |
| Supporting documents proving the official establishment of the organisation, including the full legal title, the registration number, address and the date and place of registration of the organisation. |  |
| Proofs establishing that the person named as legal representative is the statutory legal representative of the applicant organisation(s). |  |
| If applicable: a copy of the VAT registration and certificate of liability to VAT |  |
| Other relevant supporting documents (if applicable): |  |
| Details on other sources of external funding requested/applied or awarded for this action, including in original a signed letter of commitment from the third party providing financial contribution (if already awarded) |  |
| For any external partners, it is recommended (if applicable) to provide confirmation of the intended co-operation. |  |

1. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-1)
2. Legal personality is understood as applicant’s capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation. [↑](#footnote-ref-2)
3. not required for co-beneficiaries or affiliated entities [↑](#footnote-ref-3)
4. not required for co-beneficiaries provided that they have submitted mandate letters authorising the coordinator to represent them [↑](#footnote-ref-4)