

STANDARD GRANT APPLICATION FORM

FOR '*GRANTS FOR AN ACTION*'

(Multibeneficiary)

| |
|-----------------------------------|
| PROGRAMME CONCERNED |
| CREATIVE EUROPE |
| EAC-S11-2022 |
| SUMMARY OF THE APPLICATION |
| Title: |
| Identity of the Coordinator: |
| Summary of the action: |
| Duration (in months): |
| Requested amount (in €): |

Before filling in this form, please read carefully the relevant call for proposals and any other reference documents related to this grants programme available on our site [Calls | Culture and Creativity \(europa.eu\)](#)

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 APPLICANTS

1 REFERENCES OF THE APPLICANTS

1.1 Coordinator

| 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 : (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): |

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.

¹ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

| 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 Applicant No 2 (Repeat this part as often as is required to include all applicants).

| 1.2.1 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 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): |

| 1.2.2 CONTACT DETAILS |
|------------------------------|
| Street address: |
| Postcode: |
| City: |

² Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

| | |
|-------------------------|---------|
| Region (if applicable): | |
| Country: | |
| Telephone: | Mobile: |
| Fax: | |
| E-mail address: | |
| Website: | |

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

| 1.2.3 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).

| |
|---|
| 1.3.1 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 the <u>sole beneficiary</u> .) |
| Official name in full: |
| Acronym: (if applicable) |
| Official legal form: (Not applicable if the applicant is a natural person) |
| Legal personality ³ : (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. |

2 BANK DETAILS

Please specify which bank account you would like to use, if awarded a grant

ACCOUNT NAME:
IBAN/ACCOUNT NUMBER:
CURRENCY:
BIC/SWIFT CODE:
BRANCH CODE:
BANK NAME:

³ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

II. OPERATIONAL AND FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY

1.1 Coordinator

| OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT | | | | |
|--|-----------------------------------|---|---------------------------------------|--|
| <p>The applicant should provide [<i>please adapt the following text in accordance with the requirements in the call for proposals</i>]: 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.]</p> <p><i>[If appropriate the following could be used:]</i></p> | | | | |
| 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 | | | | |
| | | | | |

1.2 Applicant No2 (Repeat this part as often as is required to include all applicants)

| OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT | |
|--|---------------|
| <p>The applicant should provide [<i>please adapt the following text in accordance with the requirements in the call for proposals</i>]: 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.]</p> <p><i>[If appropriate the following could be used:]</i></p> | |
| 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 | | | | |
| | | | | |

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

| OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE AFFILIATED ENTITY No 1 | | | | |
|---|----------------------------|--|--------------------------------|---------------------------------------|
| <p>The affiliated entity should provide [<i>please adapt the following text in accordance with the requirements in the call for proposals</i>]: 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.</p> <p><i>[If appropriate the following could be used:]</i></p> | | | | |
| 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 | | | | |
| | | | | |

2 FINANCIAL CAPACITY

LEGAL NOTICE

This section is not applicable to applicants who are natural persons in receipt of scholarships or natural persons most in need and in receipt of direct support, public bodies and international organisations.

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 in section 5.

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 up to the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its 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 waive this obligation for education and training establishments.

2.1 For the applicant [coordinator AND for every applicant co-beneficiary]:

PROOF OF FINANCIAL CAPACITY OF THE APPLICANT COORDINATOR AND EVERY APPLICANT CO-BENEFICIARY

The financial capacity will be assessed based on the following methodology, which is further detailed in Annex 3 of the Call for proposals.

[2.2 Affiliated Entities]

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 the sole beneficiary)

The financial capacity will be assessed based on the following methodology, which is further detailed in Annex 3 of the call for proposals.

[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

This section may be replaced by an appropriate log frame

1 DESCRIPTION OF THE ACTION

[Authorising officer may specify the maximum or indicative length of this section; see also page 2 – Summary of the application. The information under the letters a) - f) below is provided as an example only. This section must be adapted in order to reflect the requirements laid down in the call for proposals. In particular, in order to facilitate the evaluation, this section gives an opportunity to structure in an appropriate way the information on the basis of which the proposals will be evaluated in accordance with the award criteria.]

Title:

Reference:

a) Describe the general and specific objectives that the action aims to achieve:

Applicants should explain how the general and specific objectives of the action will contribute to the objectives of the Union grant programme concerned. Where possible, specify related indicators to assess the project's achievements and expected impacts.

b) Describe the action on the basis of the main activities planned and where it will be implemented

c) Methodology to be followed/project implementation

Applicants should explain the methodology, both theoretical and practical, that will be followed in order to meet the general and specific objectives of the action described above. Applicants should also explain how they intend to distribute the tasks among themselves. This might include support to third parties.

In case of financial support foreseen to third parties the applicant should specify the different types of activity, the definition of the persons or categories of persons which may receive such financial support and the criteria to give it and the maximum amount. If the financial support takes the form of a prize the applicant should specify the conditions for participation in the contest, the award criteria, the amount of the prize and the payment arrangements.

The applicant should explain which part of the action will be subcontracted (list of main activities to be carried out) as well as which activities will be undertaken by affiliated entities (if applicable).

d) Expected results and their use:

Applicants should specify the benchmarks or deliverables which they intend to employ to achieve the expected results and targets and how they will be used and disseminated.

e) Arrangements for monitoring/supervision of the operation and any risks involved in its implementation:

Applicants should explain how the action will be supervised. They should refer to risks involved in its implementation, how they might affect the objectives and outcomes of the action and how they could be mitigated.

f) Sustainability of the project's achievements:

Applicants should explain how sustainability will be secured once the action has been completed. This can include considerations about different dimensions of sustainability: financial, economic, institutional (structures which would allow the results of the action to continue), environmental, policy, etc. (where applicable, depending on the provisions of the basic act).

2 PLANNED DURATION OF THE ACTION (in months):

Planned starting date:

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)

[The Authorising officer can require a planning chart (e.g. Gantt chart) or leave the choice to the applicant]

| | 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. | | | | | | | | | | | | |

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.

[Paragraph to be adapted if the programme concerned is covered by one of the exceptions laid down in Article 193 (2) of the Financial Regulation (provided for in the basic act or for crisis management aid or humanitarian aid operations)]

3 BUDGET

Estimated Budget

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 monthly rate published on the Commission's website at [Exchange rate \(InforEuro\) \(europa.eu\)](http://europa.eu).

IV. ADDITIONAL FUNDING

1 UNION FUNDING

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

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 | | |

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.

| |
|---|
| 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? |
| <input type="checkbox"/> NO |
| <input type="checkbox"/> 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 any of the applicants or any of the affiliated entities requested, applied or are awaiting confirmation relating to external funding for the action? |
| <input type="checkbox"/> NO |
| <input type="checkbox"/> 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 (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 Unit D.1. Details concerning the processing of your personal data are available on the privacy statement at: [Funding & Tenders Portal Privacy Statement](#)

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

PROOF OF REGISTRATION IN THE PARTICIPANT REGISTER

Please insert the print-screen of validated PIC number of applicant and affiliated entities, if applicable

DECLARATION ON HONOUR BY LEGAL REPRESENTATIVE OF THE APPLICANT [AND AFFILIATED ENTITY]

DECLARATION OF HONOUR FOR BENEFICIARIES (DoH)

I, the undersigned:

- for natural persons: in my own name
or
 for legal persons⁴: representing the following entity:

[insert full official name]

[insert full official address]

[insert VAT registration number]

hereby confirm

that (subject to the additional declarations below):

- 1 — The **information** provided for action [insert project number] — [acronym] is **correct** and **complete**.
- 2 — The information concerning the legal status in the [Participant Register](#) for me/my organisation is correct and complete.
- 3 — I/my organisation commit to comply⁵ with the **eligibility** criteria and all other conditions set out in the call conditions — for the entire duration of the action.
- 4 — I/my organisation:
 - are committed to participate in the action
 - have stable and sufficient sources of funding to maintain the activities throughout the action and to provide any counterpart funding necessary
 - have or will have the necessary resources needed to implement the action
 - acknowledge to be fully responsible for my affiliated entities which participate in the action
 - for research actions: are committed to comply with the highest standards of ethical principles and research integrity and confirm that the work is free of plagiarism
 - for actions involving EU classified information (EUCI): acknowledge that any sensitive information or material that qualifies as EU classified information under Commission Decision [2015/444](#)⁶ must be handled in accordance with specific rules and follow the instructions given by the EU
 - for coordinators of multi-beneficiary actions: are committed to act as the coordinator for this action.

⁴ This includes ‘entities without legal personality’ under Article 197(2) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (‘[EU Financial Regulation](#)’) (OJ L 193, 30.7.2018, p. 1).

⁵ ‘Commit to comply’ means complying now and for the duration of the grant.

⁶ See Commission Decision 2015/544/EU, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

5 — For applicants from non-EU countries: I/my organisation

- undertake to comply with the obligations under the agreement and to:
 - respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
 - for the submission of financial certificates under the agreement: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC
 - for controls under the agreement: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the granting authority, the European Anti-Fraud Office (OLAF), the European Prosecutor’s Office (EPPO) and the European Court of Auditors (ECA) and any persons mandated by them
- and confirm that:
 - we can be subject to the jurisdiction of the Belgian courts.

6 — I/my organisation:

- are NOT subject to an **administrative sanction** (i.e. exclusion or financial penalty decision)⁷

I/my organisation (or persons with unlimited liability for debts):

- are NOT in one of the following **exclusion situations**⁸:
 - **bankrupt**, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures
 - in breach of **social security** or **tax** obligations

I/my organisation (or persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the action):

- are NOT in one of the following **exclusion situations**⁹:
 - guilty of grave professional **misconduct**¹⁰
 - committed fraud, corruption, links to a **criminal** organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking

⁷ See Article 136 [EU Financial Regulation](#).

⁸ See Articles 136 and 141 [EU Financial Regulation](#).

⁹ See Articles 136 and 141 [EU Financial Regulation](#).

¹⁰ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain an advantage.

- shown significant deficiencies in complying with main obligations under an **EU procurement contract**, grant agreement, prize, expert contract, or similar
 - guilty of **irregularities** within the meaning of Article 1(2) of Regulation No 2988/95
 - created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (including creation of another entity with this purpose).
- 7 — I/my organisation are NOT subject to a **conflict of interest** in connection with this grant and will notify — without delay — any situation which could give rise to a conflict of interests.
- 8 — I/my organisation have NOT and will NOT, neither directly nor indirectly, grant, seek, obtain or accept any advantage in connection with this grant that would constitute an illegal practice or involve **corruption**.
- 9 — I/my organisation have **not received** any **other EU grant** for this action and will give notice of any future EU grants related to this action AND of any EU operating grant(s)¹¹ given to my organisation.
- 10 — I/my organisation are aware that **false declarations** may lead to rejection, suspension, termination or reduction of the grant and to administrative sanctions (i.e. financial penalties and/or exclusion from all future EU procurement contracts, grants, prizes and expert contracts).

and acknowledge

that:

- 1 — The grant will be signed and managed electronically, through the Funding & Tenders Portal Electronic Exchange System (accessible via your [Funding & Tenders Portal account](#)¹²).
- 2 — Access and use of this system is subject to the [Funding & Tenders Portal Terms & Conditions](#)¹³.
- 3 — Personal data submitted or otherwise collected by the EU will be subject to the [Funding & Tenders Portal Privacy Statement](#)¹⁴.
- 4 — Payments under the grant are done at consortium-level, through the coordinator, and that payments will be automatically lowered if one of the consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset in accordance with the conditions set out in the grant agreement.

SIGNATURE

For the applicant

[function/forename/surname]

[electronic signature]

Done in [English] on [electronic time stamp]

¹¹ See Article 180 [EU Financial Regulation](#).

¹² Available at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/projects>.

¹³ Available at https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/tc_en.pdf.

¹⁴ Available at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>.

[DECLARATION OF HONOUR FOR AFFILIATED ENTITIES (DoH)]

I, the undersigned, representing the following entity:

[insert full official name]

[insert full official address]

[insert VAT registration number]

linked to [insert name of beneficiary]

hereby confirm

that (subject to the additional declarations below):

- 1 — The **information** provided for action [insert project number] — [acronym] is **correct and complete**.
- 2 — The information concerning the legal status in the [Participant Register](#) for my organisation is correct and complete.
- 3 — My organisation commits to comply¹⁵ with the **eligibility** criteria and all other conditions set out in the call conditions — for the entire duration of the action.
- 4 — My organisation:
 - is committed to participate in the action
 - has stable and sufficient sources of funding to maintain the activities throughout the action and to provide any counterpart funding necessary
 - has or will have the necessary resources needed to implement the action
 - for research actions: is committed to comply with the highest standards of ethical principles and research integrity and confirm that the work is free of plagiarism
 - for actions involving EU classified information (EUCI): acknowledge that any sensitive information or material that qualifies as EU classified information under Commission Decision [2015/444](#)¹⁶ must be handled in accordance with specific rules and, if needed, follow specific instructions given by the EU
- 5 — For affiliated entities from non-EU countries: My organisation
 - undertakes to comply with the obligations under the agreement and to:
 - respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
 - for the submission of financial certificates under the agreement: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC
 - for controls under the agreement: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the

¹⁵ ‘Commit to comply’ means complying now and for the duration of the grant.

¹⁶ See Commission Decision 2015/544/EU, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17, 3, 2015, p. 53). Available at http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2015_072_R_0011&qid=1427204240846&from=EN

granting authority, the European Anti-Fraud Office (OLAF), the European Prosecutor's Office (EPPO) and the European Court of Auditors (ECA) and any persons mandated by them

- jurisdiction clause: not applicable.

6 — My organisation:

- is NOT subject to an **administrative sanction** (i.e. exclusion or financial penalty decision)¹⁷

My organisation (or persons with unlimited liability for debts):

- are NOT in one of the following **exclusion situations**¹⁸:
 - **bankrupt**, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures
 - in breach of **social security** or **tax** obligations

My organisation (or persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the action):

- is NOT in one of the following **exclusion situations**¹⁹:
 - guilty of grave professional **misconduct**²⁰
 - committed fraud, corruption, links to a **criminal** organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking
 - shown significant deficiencies in complying with main obligations under an **EU procurement contract**, grant agreement, prize, expert contract, or similar
 - guilty of **irregularities** within the meaning of Article 1(2) of Regulation No 2988/95
 - created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (including creation of another entity with this purpose).

¹⁷ See Article 136 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 ('[EU Financial Regulation](#)') (OJ L 193, 30.7.2018, p. 1).

¹⁸ See Articles 136 and 141 [EU Financial Regulation](#).

¹⁹ See Articles 136 and 141 [EU Financial Regulation](#).

²⁰ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain an advantage.

- 7 — My organisation is NOT subject to a **conflict of interest** in connection with this grant and will notify — without delay — any situation which could give rise to a conflict of interests.
- 8 — My organisation has NOT and will NOT, neither directly nor indirectly, grant, seek, obtain or accept any advantage in connection with this grant that would constitute an illegal practice or involve **corruption**.
- 9 — My organisation has **not received** any **other EU grant** for this action and will give notice of any future EU grants related to this action AND of any EU operating grant(s)²¹ given to my organisation.
- 10 — My organisation is aware that **false declarations** may lead to rejection, suspension, termination or reduction of the grant and to administrative sanctions (i.e. financial penalties and/or exclusion from all future EU procurement contracts, grants, prizes and expert contracts).

11 -

and acknowledge

that:

- 1 — The grant will be signed and managed electronically, through the Funding & Tenders Portal Electronic Exchange System (accessible via your [Funding & Tenders Portal account](#)²²).
- 2 — Access and use of the electronic exchange system is subject to the [Funding & Tenders Portal Terms & Conditions](#)²³.
- 3 — Personal data submitted or otherwise collected by the EU will be subject to the [Funding & Tenders Portal Privacy Statement](#)²⁴.
- 4 — Payments under the grant are done at consortium-level, through the coordinator, and that payments will be automatically lowered if one of the consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset in accordance with the conditions set out in the grant agreement.

SIGNATURE

For the affiliated entity

[forename/surname/function]

[signature]

[date] [stamp]

²¹ See Article 180 [EU Financial Regulation](#).

²² Available at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>.

²³ Available at https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/ftp/tc_en.pdf.

²⁴ Available at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>.

CHECKLIST FOR APPLICANTS

| | |
|---|--------------------------|
| All sections of the application form have been filled in, where appropriate, in accordance with the call for proposals or any other document provided as guidance related to the programme concerned. | <input type="checkbox"/> |
| The budget annex has been duly filled in and is attached. | <input type="checkbox"/> |
| Print-screen of validated PIC number of applicant[s][and affiliated entity] | <input type="checkbox"/> |
| List of previous projects is annexed | <input type="checkbox"/> |
| CVs of the core project team are annexed | <input type="checkbox"/> |
| The declaration[s] of honour signed and attached. | <input type="checkbox"/> |
| [Affiliated entities: statutory documents and consolidated accounts]. | <input type="checkbox"/> |