

Contracting Authority

< **MHS AGENCY BANJA LUKA** >

(MOBILE HOUSE SERVICE AGENCY BANJA LUKA)

Grant Application Form

Budget line(s) < B7-5410 >

Name of applicant:	
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Dossier No	
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(For official use only)

NOTICE

Please read and complete this form with all due care. Omissions cannot be rectified; if any information or document is missing, your application will be rejected.

I. THE ACTION

1. Description

1.1 Title: MOBILE HOUSE SERVICE (MHS)

1.2 Location(s) BaH, REPUBLIC OF SRPSKA, BANJA LUKA

Country (ies), region(s), town(s)

1.3 Amount requested from <the Contracting Authority>

Total eligible cost of the action	Amount requested from <the Contracting Authority>	% of total cost of action

Where the financing in full of the action by <the Contracting Authority> is allowed by the Guidelines for Applicants, justify your request to benefit from such financing in full, by showing that it is essential to carry out the action.

1.4 Summary:

Banja Luka is city of around 200.000 residents which live in more then 65.000 households. That kind of settlement is necessary to have numerous services and help in household in works of maintenance and trivial repairs of building, installations, furniture, cleaning of apartments, washing and ironing of laundry, services of guarding the children and help to seek and exhausted persons, transport and carry of heavy objects in household and similar.

Citizen has not dispose of any kind organized institution, which they can turn to for help and fast receive of wanted service. In such circumstances, they are forced to expose of different discomforts in searching of services and dangers of frauds and abuse of dishonest bidders.

This project want to create place for meeting of bidders and searchers of services along with developing of enterprising initiatives of young people, creating of ethics criteria's and terms in giving services in households and employing of young people

Maximum 10 lines (include information on (a) the aim of the action, (b) the target group(s) and (c) the main activities). Where applicable, clearly indicate the sector, theme, or geographical area specified in the call for proposals to which the proposed action would apply.

1.5 Objectives

The main objective is organizing and equipping of agency for simple, efficient and social accepted meeting searchers and bidders of services in households in the city. In

that way, equipped institution should be the central place. This would meet bidders and searchers of all kind of services (crafted and worked) necessary in households (houses) in the city.

Agency should be mobile, that is, on disposal to searchers of services, daily, whole year. It should gather and employ workers, bidders of services of all specializations and professions, which will be use for maintenance of houses and households to functioning property, and ready to respond to calls of searchers of services in any time of the day.

Also, it should be accessible to calls of households in any time of day, and respond by sending of its workers as soon as possible. In possibility to do that, it has to equipment with efficient means of communication and teams for organization and giving services to searchers.

Objective of agency, according to its organized structure and way of function, is to be similar to ambulance of emergency squad or central radio-taxi service of the city. Difference is, this would be agency of universal type, that is, agency for giving different services in houses (often necessary and urgent). For example, damages of electro installation, water pipes, and sanitary facilities, on the roofs and similar, must be remove very fast.

Some kind of services, for example, washing and cleaning of laundry and apartments, guarding the children, carrying and moving of furniture and similarities are not that urgent, but place and way of obtaining it should be more accessible to searchers of services. Objective of agency is, that other services would make more accessible according by prices, qualities and safety for searchers of services.

Implementation of settled goals by giving services, simultaneous, should achieve goals of bidders and organizations. The main goals, on side of bidders, are engaging of young people, development of working habits and moral norms according to work they do, and to buyers of their services.

Also, the goal is employing of 10 do 15 workers full time on works of organization of selling and giving services, and 30 do 50 workers part time.

Maximum 1 page. Describe the overall objective(s) and the specific objective of the action.

1.6 Justification:

Giving service to householders of city Banjaluca, and elsewhere in BaH, is very badly organized, more exactly, there is no that kind of organized offer. Truly, some of craft works exist, but only like individual and dispersal workshops, limited kind of works, and only in big settlements. However, that workshops do not "handle" needs of citizen, either by scope of searched needs, neither by kinds of it. In small settlements, especially in country, situation is even worse.

In that condition, citizen is *find a way out* by hiring *the black market* bidders, among are often different charlatans and unscrupulous persons, which work isn't under some kind form of public verification and control. Because of that, citizen get bad service with disproportion high price, more exactly, in simple words, should be faked.

From the other side, many of scrupulous young people are unemployed, and search at least temporary employments while their wait for full-time job. Also, many students and pupils of vocational schools would be gladly except temporary job and in that way provide themselves financial conditions to finish schooling. And finally, many young people who finished schooling, might be thought system of organized giving services to households, develop their own enterprising initiatives, more exactly, they might

establish *joined own workshop* with contracts involved in system of MHS.

If the Agency would establish in Banjaluka, as regional centre, it will help that similar works develop also in the other cities, and in that way, give efficient contribution to develop of whole region.

Temporary, in Banja Luka are around 200.000 residents which live in more then 65.000 households (houses and apartments). Accordance to our preliminary research, around 20% of it, daily search and use services of different craftsmen or helpers for heavy physical labour. Often they search services for next works:

- Plumber works on remove trivial damages,
- Remove of trivial damages on electro installation,
- Trivial carpenter, parquet, locksmith and tinsmith repairs of house or apartment,
- Glazier works (exchange of glasses of windows and doors),
- Trivial repairs of furniture and house devices , installation of TV antenna and similar,
- Wall-stonecutter and house painter works (exchange of tiles on the roof, repairs of façade and damage of plaster on walls, whitewashing and so on.),
- Chimney works (cleaning of chimney and firebox)
- Cleaning and straighten up of apartments, washing windows and doors ,
- Washing and ironing of laundry and bed linen,
- Guarding the children and patients
- Carrying and moving furniture and heavy devices in households ,
- Preparing fuel and food for winter (fruits and vegetables),
- Complementary instructions and help to school children to learn easily material ,
- Acquisition and bringing groceries from stores (market) and preparing of meals,

Therefore, main targets groups of project are young people different educated profiles and profession, to whom; it should give the chance to part- or full-time engage in some of mentioned professions. In that way, with active work they will involve in economic and social life of local community. Involving of young people in all parts of life and their work in local communities, in addition to everything else, recommends Charter EU about participation of young people in municipal and regional life (Resolution number 237 Permanent Conference of Local and Regional Administrative Organs in EU). Giving chance to young people, employing themselves, it's not only opportunity to insure their existence, also it develop and use, in positive direction, their energy.

Main targets groups are also customers, and between them, especial elderly, patients and households for the single person. That households, according to rules, are nor able to solve their daily needs without help of qualified persons. Agency we suggest, in this project, would fast; skilled and correct solve their daily needs. In spite of need for services, they might settle it with minimal effort and economical low prices.

Establish of this kind of Agency, it would open new working place for part- and full-time employment, mostly young people. After establish and implementation of Agency it would open 10 to 15 working places for full-time organizations of works in informative centre and 30 to 50 full- and part-time working places for bidders on the field in households.

3 pages Maximum. Provide the following information:

- (a) relevance of the action to the objectives of the program
- (b) relevance of the action to the priorities of the program
- (c) identification of perceived needs and constraints in the target countries

- (d) list of target groups and estimated number of direct and indirect beneficiaries
- (e) reasons for the selection of the target groups and activities
- (f) relevance of the action to the target groups

1.7 Detailed description of activities:

Establishing of Agency include a large number, mutual connected, activities which will be implemented by certain dynamics and order of doing. All anticipated activities can be grouped in five similar groups; from which every of them are created. Here we mark them to alphabetic order as shown.

a) Preparatory activities, contracting and gathering of project team.

b) Investigation and making of inaugural documentation.

In scope of preparatory activities will be procured necessary data and professional literature for approaching work on the project, making of operative plan of work on the project and casting of project team. In that period it will be given several professional meetings and agreements of work on project, including signing of a contract of engaging external experts for work on making of project.

Establishing documentation will be made of few sets of documents which could be grouped in three groups of similar documents and that are documents of administrative nature, documents of organization feature and documents of business feature.

Documents of administrative feature includes all kind of permissions, municipalities and inspection organs for establishing and start of agency work, decision of establishing agency, registration documents from juridiction court and post-registration documents from tax organs, statistic services and to register with the business banks for opening bank account.

In documents of organization feature belongs Statute of agency, systematization of working places, organization instructions for work of services and individuals in agency, regulations of work and work relations, rules for wages and compensation for work of stuff and associates of agency, codex of look, dress code and behaviour of agency stuff to clients.

In business documentation of agency includes: year business plan for agency, service price list, regulation of worked engaging of juristic persons (registered workshops) and their authorization to provide service for clients of agency, regulation for periodical (part time) bidders of services, instructions for work dispatcher on duty in informative centre of agency, instruction for evidences of orders and completed services for clients, instruction of ways of payment for completed services and treatment with the money and other instructions for work function of agency (for example keeping business and other secret of the clients), creating and selection of business documentation, as money orders, payments, work order, books for evidence of ordered, carried out and paid services, forward to accountancy and file away.

Work on making a draft of mentioned documents will start in period of 30 days from signing of a contract about establishing the project. Adopting of document by side of authorized organs, users of the project, would be done according with dynamics of work on the project and finishing of some fazes of the project

c) Procedure for establishing agency.

Also it include o large number of activities, among are the one which are related to convoking and holding of established conference. Conference would be consists of representatives of this NGO and interested co-founders of Agency. For establishing the Agency its necessary to provide legal sum of founded capital, work space for furniture and part of board manager or at least qualified person for director of the Agency, because the Agency will be new juristic person, probably in status of society with shares in capital and managing of it.

In this group of activities are included and works of registration of The Agency by authority court, purchase of stamp of agency, doing of several inspection and obtaining certificates about fulfilling of regulations for work permit, afterwards activities of registration by Office of

statistic because of getting statistical dossier of Agency, registration by tax administration for opening tax dossier of Agency, opening an account by business bank and depositing of signatures of authorised persons for approving bank orders about payments of bank account of The Agency

d) Equipping offices of agency with means of work and engaging of personal

This group of activities are also included from series of individual and group works. Procedure of equipping the Agency and engaging of personal it's necessary to carry out activities of public advertising with call that one which fulfilling certain conditions for application form. Afterwards it will carry out special procedure of education for employees in dispatcher centre, especially for those which will direct give services to the clients of the Agency in their households. It means that it will before declare of call for application would be done appropriate programs of testing and programs of training of personal.

It means two groups of jobs in activities of choice of location and equipping of the Agency, first will defines scope and location, and means for work of Agency, second will defines procedure of agreeing, purchases, and installation of purchased equipment and training of personal to manage of means of work.

d) Education of stuff and open project publication.

In view of the fact, work of this kind of Agency is not known in this area and so far is not practised, it will be necessary to do a large number of activities which are related to training of personal and information of potential clients of Agency. That means it will be hold few briefing with newsmen of all media and seminars for training of personal.

In media briefings, it will emphasize information of consumers-potential users of services of Agency about privileges which will be offered and allowed to them by working of Agency and way of communication with it. It would be hold at least tree meetings, for which members of project team would prepared introductory presentations and would be ready to answer to all questions of the newsmen.

Seminars and workshops would be hold for tree categories of organizers and bidders of services to households, two times. It means that it will during realization of this project hold six seminars and workshops, lasting one day.

In seminars for organizers (dispatchers) and other personal in business-informative centre of the Agency, it will be train to receive, registry and realize orders of clients and how to forward it to carrying out. Except that, they will be train how to participate in testing and engaging of bidders of services and supervise their work by clients.

In seminars for bidders of services, it will be tested their knowledge of work for which would are engaged and about how to behaviour toward clients. They learn, how to avoid or solve possible conflicted situation toward clients in connection with carrying out of services.

e) Reporting and implementation of the project.

This group of activities, which refers to compose and submit a report about implementation of the project and evaluation of results of the work in period of reporting, as well as implementation of final fazes of working on project.

In scope of reporting, it will be composed and submitted tree partial and one final report about works on compilation of a project and reached results in period of reporting. It is predicted submit at least partial (periodic) reports in interval of 3 month of working in project. First report it will submit in period of 30 days form signing a contract, second after 3 month from first and third 4 month from second report. Final report will be submitted in 12 month from signing a contract about financing of project. Off course, dynamic of reporting can be change and adapt to needs of and demands of financiers a project Implementation means realization of project tasks in connection with use and training of personal, purchase of equipment and equipping of employment office. Implementation will start after evaluation of partial report and last with breaks during further activities in realization of a project.

Maximum 9 pages. Include the title and a detailed description of each activity to be undertaken to produce the results, specifying where applicable the role of each partner (or associates or subcontractors) in the activities. In this respect, the detailed description of activities must not be confused with the plan of action (see 1.9).

1.8 Methodology:

In order to successfully realize a project; we will engage project team of experts, verified by local net of bidders of services for programming economical development of Bosnia and Herzegovina (LESP-net) and also by this met ask for help from affirmed experts from some developed European country i We fill in our test reaching of market of produces and personal services in Banjaluka and in side of request for service. In that way, we will get data and arguments, on base which will correct project priorities and project elements of first business plan of Agency. We will establish which services and scope of it, on the one side, and which potential bidders of services already exist on disposal or for whom should organize additional training, that in short period can involve in work through engagement of Agency. For no supplied services it will organize additional training and test of interested individuals, in the first place registered in employment bureau and educated for related profession, in face of special formed expert board of project team .All candidates for work in Agency will be oblige to pass through additional training for work no matter what and how high level of formal education they are already have. It will be necessary to create special marketing style of work of Agency and moral codex of behaviour in carrying out of a duty toward clients and behaviour during of carrying out of services

Evaluation of project activities it might to be measure with index about hold seminars and workshops, number of tested and accepted workers in permanent employment, work in jobs of Agency, about number trained and engaged bidders of services and identified potential clients of the agency and kind of services for which are interested in. Also, as source of index can be serve data about carried out founded activities as are holding of established conference, getting of administrative permits for work, registration of Agency by authorized court, adopting of obligated documents of Agency as are statute, codex of behaviour, list of price of services and other inter regulations and documentation of Agency.

Project will be done for area of city Banja Luka, and on other side it might to serve as an example for other cities in region, and not only in region, and for bigger cities in Bosnia and Herzegovina. In all cities, problems of employing of educated youth on other side and unsatisfied needs of citizen on other side are identical and very similar.

Project is feasible because it exist object prerequisites in regard of availability of not employed people and insufficient search for services. It is needed additional efforts to organize system of meetings and reasonable communication between potential bidders and searchers of services. Also, it is needed no too much sum of money for finance of establishing institution, that is, system for connection supply and demand. In such way created system would be reproduced and developed independently. Under this system we mean suggested Agency and way of its function, which is suggested by this project.

As NGO we are prepared to start all project activities and activate all available market potential. In organization are (like the name said) gathered educated young people who have tendency and ambition to make innovations in all forms of economical and social life and to be active participants in it. Besides that, we rely to knowledge and experiences of experienced stuff which will help us, in this case, to realise the project with success. .Also, we are ready from our incomes and help from city administration obtain necessary means for participation in financing of compilation of project.

Action plan we indicated, in a chapter about expect activity and in enclosure logic scope of project. Because of complexity of mission and situation in the field, we leave the opportunity to

make a necessary improvement “ad hoc”, and in that way project finish with success. Factors for evaluate, we indicated in a frame of this chapter and we think there is no need to induce some other.

Maximum 4 pages. Detailed description of:

- (a) methods of implementation
- (b) reasons for the proposed methodology
- (c) how the action is intended to build on a previous action (where applicable)
- (d) procedures for internal evaluation
- (e) level of involvement and activity of other organisations (partners or others) in the action
- (f) reasons for the role of each partner
- (g) team proposed for implementation of the action (*by function: there is no need to include the names of individuals here*)

1.9 Duration and action plan

All project activities will finish in 12 months, with signing a contract about establishing and financing of a project. That is, if we start with a realization of project from January, 01st 2007 s and all activities will be finish till December, 31st 2007.

Dynamic of individual activities have next frame of time and order:

1. In first month preliminary activates of 30 days
2. Procedure of research and founding of agency in 90 days, in 2, 3 and 9 months of a project
3. Equipment to agency, personal in 120 days of months 4, 6, 7 and 10.
4. Education of personnel, clients and public promotion in 90 days, in month 5, 10, and 11.
5. Reporting and publishing of results, in 30 days, in months 4, 8, and 12.

The duration of the action will be 12 months.

Note: The indicative action plan must not mention real dates, but must simply show "month 1", "month 2", etc. Applicants are recommended to leave a certain amount of slack in the timetable of their action plan as a precaution. The action plan should not include detailed descriptions of activities, but just their title (please ensure that these match the titles listed in section 1.7). Any months without activities must be included in the action plan and the duration of the action.

The action plan for the first year 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 following years (depending on the action's duration) may be more general and should only list the main activities foreseen for those years.¹ The action plan must be drawn up using the following format:

Name of activity and months	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	The executor
Group 1.	x												The user
Group 2		x	x						X				*
Group 3				x		x	x			x			*
Group 4					x			x			x		*
Group 5				x				x				x	*

¹ A more detailed action plan for each subsequent year will have to be submitted before receipt of new pre-financing payments, pursuant to Article 2(2) of the General Conditions of the grant contract (see Annex E).

2. Expected results

2.1 Expected impact on target groups:

This project will achieve a positive influence for two target groups of populations of city of Banja Luka.

First group are household (houses), which need services in maintenance of flats, furniture, electric installation, help in carrying and moving of heavy objects in house. Also, they need services for maintenance of hygiene and clean of laundry and bed linen, care for the old and sick persons and guarding the children.

In this moment, in Banja Luka has not organized business institution which can provide them these services in an acceptable way.

Because of that, they force to do great effort and pay great amount to find individuals or workshops which can give some of mentioned services. If they find and engage bidder of service, they are not sure than that service would be correctly realize.

They accept in house person or persons which can on different way misuse their stay and health and property of householder, because that persons are not verify from some official institution which is one more problem.

On the other side, in the city are great numbers of unemployment people, mostly young people. It is other target group of project. These people are ready to expect job for short time, while they wait permanently jobs. Among them they are mostly educated and capable for some of needed professions. Among of them are still schooling or studying and they could be work with additional functional training. In that way, unemployment people will be provided job and in that way assurance their existence and finance costs of their study.

But, in the city does not existed organized institution, which would be mediate in employment and provide engagement of workers. In Banja Luka exist employment bureau, but that is bureaucracy institution which just keeps files about unemployment people and in very inert way receives information from employers about necessary workers and that information it give to unemployers. Such institution is useless for unemployment, because it does not organize own activities in aim of faster employment.

Because of mentioned problems, both target groups will have great advantage from foundation and starting of this kind of agency. In agency will be organize and advance methodology of meeting and communicating between searchers and bidders of services. Both groups will have bigger level of safety to get what they need.

The citizens will have safety and prompt service, and they will give the service for money they gave. They will be sure that person which entry in their house is tested by agency, for qualify for job and moral features, which guarantees correctly covered job and personally safety from abuse of their trust.

Unemployment young people will periodical but often permanent solve problems of theirs work engagement. They will not must not roam in asking for job, because in one place will get all necessary information's about opportunity for employment. They will be safe that they will get pay for theirs work, which will be promptly and fair according to others law of employment.

Agencies will employment 10-15 permanent workers, in roles of organizations jobs, between bidders and searchers of the service. It will not be bureaucratic group of clerks, because their pay will depend of scope and quality covered services. Also, it will be provide permanent or periodical job for 50 till 100 workers, which will directly give service to citizens over the agency.

Maximum 2 pages. Indicate how the action will improve:

- (a) the situation of target groups
- (b) the technical and management capacities of target groups or partners (where applicable)

2.2 Publications and other outputs:

This project will be public in several times and ways. After signing the contract, it will be kept briefing for media. On briefing, it will be representative the main elements of projects. That means it will be representative aims and tasks of project, expect results, mentioned target groups of the users of the project, proposed project team, and special role of donators and financiers of the project. During works in realizations of the project, in terms of presented of reports about achieved partial results, it will be organized meetings with representatives of media and published reports. It will hold series of meetings with representative of city's authority and local municipalities in Banja Luka, in which will be discuss about aims and results of project and inform citizens about important elements of project and role of future agency.

Finally, after end of the project, it will be done and distributed promote publication about source, tasks and role of agency in economy life of city. In frame of the publication, it will be special underline, how to make possible establish of the agency, who and how will finance costs of foundation and starting of work.

Maximum 1 page. Be specific and quantify outputs as much as possible.S

2.3 Multiplier effects:

In agency will be implement style and methods of the work, which are not known in this region. It will be make codex of behavior of personal and correct relation with clients and in mutual cooperation. Personnel will be equipment with identification marks and special authorization (authority) of agency, so it can be recognized by clients.

Organization and distribution of work tasks will cover by unity system of communications, and it should provide fast and efficient giving of services. Workers aren't being to oblige to gather at the same place; because they will be by functional system of connection directly manage from theirs flats to theirs working place of client's houses.

Clients will be in advance and correct informing, when and which worker will come and realize requested services.

All that, it should contribute to efficiency of work and satisfactions of citizens with given services. Result of that system of work will improve life's ambient in the city and standard of citizen.

One of special effects of this project is that its system of work can will applicable in other cities of BiH, and in other countries of Southeast Europe, because there are, at the present, in similarly situation as Banja Luka

Maximum 1 page. Describe the possibilities for replication and extension of the action outcomes.

2.4 Short- and long-term impact:

Project will give positive long-term economy results in short time period. In short time period, it will help reduce of unemployment in Banja Luka, for 10-15 permanently employment worked organizations in agency service and 30-50 new workers on jobs of giving service to citizen. This numbers, at the first sight, don't look impressive, but when it has high level unemployment in the city, there are economical. Also, it will employment members of research team, what contribute in removing of consequences of war and reducing of current economy situation. Expect short-time effects, project will be providing permanently economic benefit. With Agency it will be possible to continue work and after end of grant. Services market for which it be establish has very bad offer, but it has condition for grow and development. With increase of living standard of population, it will grow demands of services, what guarantees for agency

permanently and sustainable.

At institutional plane, Agency will promote appropriate style of work and codex of behaviour in relations between people. The citizen will have bigger influence on work of communal services and safety in operating to bidders of services Capital will be interest in a project of foundation of agency will be own of established agency, which will have status of stock company and form of service for taking care of communal services.

We are sure that methodology and style of work of agency will influence on advance of law legislation on plan relations to functional public communal firms, like are The City sanitation department, plumbing, etc.

Maximum 3 pages. Please distinguish between the following three dimensions of the short and long-term impact:

- (a) The financial aspect (*how will activities be financed when the grant ends?*)
- (b) Institutional level (*Will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of action outcomes?*)
- (c) Policy level (*What structural impact will the action have - e.g. will it lead to improved legislation, codes of conduct, methods, etc?*)

3. Budget for the action

Fill in Annex B (worksheet 1) for the total duration of the action and for its first 12 months. For further information see the Guidelines for grant applicants (Section 2.1.4).

4. Expected sources of funding

Fill in Annex B (worksheet 2) to provide information on the expected sources of funding for the action.

To switch between Worksheets, click on the tab at the bottom of the screen.

II. THE APPLICANT²

1. Identity

Full legal name (business name):	
Acronym (where applicable)	
Legal status ³	
VAT registration number (where applicable):	
Official address ⁴	
Postal address	
Contact person	
Telephone number	
Fax number	
E-mail	
Internet site	

2. Bank details

The bank must be located in the country where the applicant is registered.

Account name	
Account number	
Sort code	
IBAN code (optional)	
Bank name	
Address of bank	
Name of signatory/ies	
Position of signatory/ies	

NB: Before the grant contract is signed, the applicants selected will have to supply a financial identification form using the model in Annex V to the contract, certified by the bank named above.

² Parts II, III and IV need not be completed in the case of a restricted call for proposals where there has been no change since submission of the preliminary proposal. Any changes must be clearly indicated and, where applicable, declarations/certificates must be signed and submitted again.

³ e.g. state whether the applicant is a for-profit or not-for-profit organisation.

⁴ If not in one of the countries listed in section 2.1.1(1) of the Guidelines, please justify its location. NB: This footnote is only to be included where section 2.1.1(1) of the Guidelines authorises, as an exception, the eligibility of nationals of countries not specifically listed.

Correspondent bank (where relevant)

Account name	
Account number	
Sort code	
IBAN code (optional)	
Bank name	
Address of bank	

3. Description of applicant (one page maximum)

3.1 When was your organisation founded and when did it start its activities?

3.2. What are the main activities of your organisation at present?

3.3. List of the management board / committee of your organisation

Name	Profession	Sex	Position	Years on the board
		F / M		
		F / M		

4. Capacity to manage and implement actions

4.1. Experience of similar actions

Maximum 1 page per action. Please provide a detailed description of actions managed by your organisation over the past five years in the fields covered by this programme, taking care to identify for each action:

- (a) the object and location of the action
- (b) the results of the action
- (c) your organisation's role (lead manager or partner) and its degree of involvement in the action
- (d) the cost of the action
- (e) donors to the action (name, address and e-mail, telephone number, amount contributed)

This information will be used to assess whether you have sufficient experience of managing actions in the same sector of a comparable scale to the one for which you are requesting a grant.

4.2 Resources

Maximum 3 pages. Please provide a detailed description of the various resources which your organisation has access to, and in particular, of the following:

- (a) annual income over the last three years, mentioning where applicable for each year, the names of the main financial backers and the proportion of annual income each has contributed
- (b) the number of full-time and part-time staff by category (*e.g. number of project managers, accountants, etc*), indicating their place of employment
- (c) equipment and offices
- (d) other relevant resources (*e.g. volunteers, associated organisations, networks that might also contribute to implementation*).

This information will be used to assess whether you have sufficient resources to implement an action of the scale of the one for which you are requesting a grant.

5. Other applications made to European Institutions, the European Development Fund (EDF) and EU Member States

5.1 Grants, contracts and loans obtained over the last three years from European Institutions, the EDF and EU Member States

Action title and reference number	EC budget line, EDF or other source	Amount (EUR)	Date obtained

5.2 Grant applications submitted (or about to be submitted) to European Institutions, the EDF and EU Member States in the current year:

Action title and reference number	EC budget line, EDF or other source	Amount (EUR)

III. PARTNERS OF THE APPLICANT PARTICIPATING IN THE ACTION

1. Description of the partners

This section must be completed for each partner organisation within the meaning of section 2.1.2 of the Guidelines for Applicants. Any associates as defined in the same section need not be mentioned. You must make as many copies of this table as necessary to create entries for more partners.

	Partner 1	Partner 2
Full legal name (business name)		
Nationality		
Legal status		
Official address		
Contact person		
Telephone number		
Fax number		
E-mail address		
Number of employees		
Other relevant resources		
Experience of similar actions, in relation to role in the implementation of the proposed action		
History of cooperation with the applicant		
Role and involvement in preparing the proposed action		
Role and involvement in implementing the proposed action		

Important: This application form must be accompanied by a signed and dated partnership statement from the main applicant and from every partner, in accordance with the model provided on the next page.

2. Partnership statement⁵

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the action funded by <the Contracting Authority>. To ensure that the action runs smoothly, <the Contracting Authority> requires all partners (including the lead applicant that signs the contract) to acknowledge this by agreeing to the principles of good partnership practice set out below.

Principles of Good Partnership Practice

1. All partners must have read the application form and understood what their role in the action will be before the application is submitted to <the Contracting Authority>.
2. All partners must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the lead applicant to sign the contract with <the Contracting Authority> and represent them in all dealings with <the Contracting Authority> in the context of the action's implementation.
3. The applicant must consult with its partners regularly and keep them fully informed of the progress of the action.
4. All partners must receive copies of the reports - narrative and financial - made to <the Contracting Authority>.
5. Proposals for substantial changes to the action (e.g. activities, partners, etc.) should be agreed by the partners before being submitted to <the Contracting Authority>. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the <the Contracting Authority>.
6. Before the end of the action, the partners must agree on an equitable distribution of equipment, vehicles and supplies for the action purchased with the EU grant among local partners situated in the target countries. Copies of the transfer titles must be attached to the final report.

Statement of partnership

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

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

⁵ To be provided by the applicant and each partner in all cases where there is a partner in addition to the applicant.

IV DECLARATION BY THE APPLICANT

I, the undersigned, being the person responsible in the applicant organisation for the action, certify that:

(a) the information given in this application is correct; and

(b) the applicant and its partners (where applicable) do not fall into any of the categories (a) to (f) listed in section 2.1.1(2) of the Guidelines for Applicants; and

(c) the applicant has the sources of financing and professional competence and qualifications specified in section 2.3(3) of the Guidelines for Applicants.

Name:	
Position:	
Signature:	
Date and place:	

Checklist

Before dispatching your application, please check that it is complete (see Notice on page 1) and specifically that:

The application form

- the dossier is complete and complies with the application form's requirements
- one original and [...] copies of all documents are annexed
- an electronic copy of the file is enclosed where required
- the dossier is typed and is in [language]
- the declaration by the applicant (Section IV) is signed and attached
- if there are partners, the applicant has completed and signed a partnership statement, also included
- each partner has completed and signed a partnership statement and the statements are included
- the budget and the expected sources of funding are presented in the format of the application form (Annex B), completed and drawn up in <Euro>
- in the budget <the Contracting Authority>'s contribution is identified and is a maximum of [...]% of the total eligible costs of the action
- in the budget, overheads do not exceed 7% of direct eligible costs
- the logical framework for the project has been completed where required(Annex C)

Supporting documents⁶

- the applicant's statutes or articles of association are included
- the most recent annual report of the applicant is annexed
- the most recent accounts of the applicant are annexed (profit and loss account and balance sheet for the last financial year for which the accounts have been closed)
- where the application is for a grant of more than €300 000 (or €75 000 for operating grant), an external audit report produced by an approved auditor is annexed, certifying the accounts for the last financial year available and stating to what extent, in the auditor's opinion, the applicant has stable and sufficient sources of finance to maintain its activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding⁷
- the statutes or articles of association of all partners are annexed
- <list any other supporting documents required> are annexed
- The originals of the supporting documents required or, failing this, photocopies certified by an approved independent agency and, where such documents are in a language other than the language(s) of the call for proposals, reliable translations are annexed.

⁶ In the case of a restricted call for proposals, the supporting documents accompanying the preliminary proposal form need not be submitted again with the application form.

⁷ This statement is to be included only if warranted by the amount of the grant to be awarded under the call for proposals.