



**European Social Fund Managing Authority
Programme for Employability, Inclusion and Learning
2014-2020**

**Guidance for Intermediate Bodies and Beneficiaries on Calls for
Proposals**



Rialtas na hÉireann
Government of Ireland

Purpose

1. The Guiding Principles for the Selection of Operations, as set out in the ESF Programme for Employability, Inclusion and Learning, 2014-2020 (PEIL) Operational Programme document, are for the ESF Programme Monitoring Committee to approve the ESF activity/investment priority levels. The selection of types of operations to deliver on these ESF activity/investment priority objectives and goals will be based on a combination of formal skills/labour market research, client needs, feedback from existing or similar operations, and discussions with relevant local stakeholders. The criteria for specific operations will include financial solvency, qualifications, technical knowledge, experience, resources, organisational aspects and value for money. In addition, the project selection criteria will ensure that the projects will be assessed on the basis of their compliance and their promotion of
 - equality between men and women,
 - equal opportunities and non-discrimination, and,
 - social innovation.

On this basis a determination will be made of what operations should be selected to best deliver the quality operations needed and the results required. Where the required operations can be delivered through programmes within State funded bodies this is then done. Alternatively, a competitive calls for proposals and tendering processes will be carried out.

The individual Activity Implementation Plans for each activity set out the Project Selection Process and Project Selection Criteria to be adopted when selecting operations for individual activities.

The purpose of these guidelines is to promote best practice and consistency in the formulation, issuing and evaluation of Calls for Proposals for operations/projects to be supported under the PEIL.

Call for Proposals Document

2. The format and structure of a Call for Proposals document will vary according to the nature and value of the specific call. Nevertheless, as a general guide, the Call for Proposals document should set out the following:
 - Objective: the Call for Proposals document should specifically state the broad objectives to be achieved (i.e. what the funding is intended to support). Potential applicants need to know whether their projects are a good fit and whether it is worthwhile for them to apply. The Document should set out how the proposed project represents an appropriate means of delivering the relevant specific objectives, outputs and results of the Operation within the relevant priority axis set out in the Operational Programme and should take account of the agreed processes and selection criteria in the AIP.
 - Call Details: the Call should set out the indicative grant funding available, with details of the matching funding between your Organisation and the ESF/YEI as appropriate; the duration of projects; their geographical scope; and target populations.
 - Eligibility requirements: the scope of projects and / or range of organisations eligible for funding should be clearly stated and must come within the ESF eligibility rules. The organisations to be funded must be legally constituted and able to enter into a grant agreement, as appropriate.

Where consortia are involved, a lead organisation must be selected by the consortia members to sign the grant agreement and assume the grantee's responsibilities.

- The eligibility of activities and expenditure, having regard to the ESF rules.
- Project appraisal criteria: all the criteria that will be applied in the appraisal process should be set out together with the relative weightings of each, ideally specified in a detailed marking scheme. This is an important part of the process as these criteria will form the basis against which projects will be comparatively evaluated and are the central to an objective, transparent appraisal process. Having established the eligibility of the applicants, the assessment criteria will address the specified criteria which may include the strength of the proposal in meeting the programme criteria/goals; the capacity of the applicant organisation; the strategic fit; and value for money. The Call should set out how decisions on grant awards will be determined.
- Submission deadline: sufficient time should be permitted for the preparation and submission of proposals, having regard to the complexity of the specific call. While there is no prescribed time limits, it is recommended that 21 days be allowed for submission of proposals. The requirement for complete application forms to be submitted by the deadline should be outlined.
- Deadlines: the date and time for acceptance of queries and submission of applications should be clearly specified together with the procedures for same (including your organisation's relevant contact details). The use of a dedicated mail box for queries and submission of applications (if electronic submission is envisaged), to which more than one member of your organisation has access, to ensure coverage for absences etc, is recommended. This mailbox can be used for questions from potential applicants also – see 4 below.
- ESF Requirements: the requirements in relation to eligibility; audit; document retention; state aid; public procurement, information and publicity and monitoring and reporting, particularly in relation to participant indicators should be set out.
- The need to comply with the horizontal principles of gender equality, equality of opportunity and non-discrimination and sustainable development, along with social inclusion objectives where relevant.
- The anticipated outputs and results.
- The grant agreement terms and conditions which will be entered into with successful organisations.
- Data Protection and Freedom of Information provisions.
- Required format of responses – a draft pro-forma application form is attached at Appendix 1 which may be adapted to meet your Organisation's particular needs. The application form should be as short and simple as possible, with the questions adjusted to fit the criteria and proportionate to the level of funding.

Launching the call

3. Advertising Calls for Proposals to the maximum extent possible increases the chances of more and higher-quality proposals being received. This in turn promotes efficiency and effectiveness, since it increases the "conversion rate" of approved projects versus time spent assessing proposals and, as

higher-quality proposals are accepted, reduces the risk that beneficiaries will not be able to deliver the required outcomes.

In addition to advertising / promotion undertaken by your organisation, and to ensure a sufficient numbers of high-quality applicants to all Calls for Proposals, you should send a link to each Call for Proposals that you launch to the ESF Managing Authority (please email PEIL@education.gov.ie). This will allow the ESF Managing Authority to include links to all current Calls for Proposals on the main ESF website (www.esf.ie) so that the website can act as a “one-stop-shop” for potential applicants.

Information/Briefing sessions for potential applicants to explain the Call are useful options which your organisation should consider.

Query handling

4. Potential applicants may wish to raise queries or request clarification in relation to the Call for Proposals documentation. The query handling process is an opportunity for your organisation to ensure that potential applicants are clear about your requirements regarding costs, projected benefits, procedures and oversight. Your organisation may choose to accept queries by phone and / or email. While queries relating to routine matters such as the process for applying, criteria etc. can be effectively dealt with over the phone, it is recommended that applicants be encouraged to submit more complex non-routine queries by email, via a dedicated mail box, in order that:
 - there is clarity as to the nature of the query; and
 - the reply is a considered one, informed by any specialist support required to provide a comprehensive reply.

All queries and replies should be logged. This will allow members of your organisation to reference previous replies if a similar query is received subsequently. The log will also inform future calls for proposals by, for example, identifying areas/topics where additional guidance should be developed. Consideration should also be given to collating the queries and replies into an FAQ document available to all other potential applicants.

Your organisation may choose to accept queries up to the deadline for receipt of applications. However, as the deadline approaches, and in particular for complex queries received close to the deadline, it may not be possible to respond fully to all queries received. It is therefore recommended to either set a cut-off date for queries in advance of the deadline for applications or to advise potential applicants of your organisation’s target response times and request that they submit their queries in good time.

Submission process

5. Your organisation may choose to accept applications in hardcopy or electronically. If you choose hardcopy submissions, it is recommended that:
 - applicants be requested to submit enough copies for each member of the project appraisal team; and
 - a process is put in place for the receipt, date/time stamping and recording of the hardcopy applications as they are submitted.

If you choose electronic submissions, it is recommended that a dedicated mail box be set up for the receipt of the applications. Irrespective of the submission method, arrangements should be in place to

ensure that the deadline for applications is complied with and that all applications received are acknowledged and recorded. To ensure fairness, all applications received should be opened at broadly the same time and after the deadline for applications has passed. Where applications are not received electronically, it is recommended that a formal opening of applications take place with at least two officials present at the opening.

Project appraisal

6. An initial completeness check of proposals received should be undertaken to assess if the project meets the initial eligibility criteria set, including having been submitted on time and by an eligible applicant organisation (if applicable). The initial check will also consider minor administrative errors or technicalities in relation to each application. If clarification and / or further information regarding the application is required, this should be sought from the applicant in writing / email and be time bound. It would be reasonable to specify that a satisfactory response be received within 48 hours of the request.

If the application fails the initial completeness check, it is recommended that the decision is reviewed by a second member of your organisation for ratification. If the original decision is upheld, the applicant should be informed in writing that their application failed to meet the initial eligibility criteria and the reasons for same should be specified.

Applications that pass the initial completeness check proceed to full appraisal. Copies of the initial completeness checklist, including any review papers and associated correspondence should be provided to the project appraisal team.

Project appraisal should be guided by the following principles:

- All applications should be assessed in a uniform manner, using agreed protocols, criteria and marking systems;
- The projects selected and recommended for funding should meet the objectives set out in the Call for Proposals;
- The criteria and methods used should be fair and transparent and provide a detailed audit trail and justification for the decision to award or decline funding;
- Application appraisal should be carried out by staff with the necessary competency. Depending on the nature and value of the call for proposals, consideration should be given to assigning a team to conduct the appraisal. The team may include independent representation. External experts can be used in complex appraisals to provide advice or recommendations on the technical aspects of the applications to the appraisal team¹. The project appraisal team should be provided with terms of reference along the lines of that included at Appendix 2.
- Appropriate measures should be taken to prevent, identify and remedy conflicts of interest. Conflicts of interest includes any situation where a relevant staff member has directly or indirectly a financial, economic or other personal interest which might be perceived to compromise his or her impartiality and independence in the context of the appraisal process. Any

¹ It is recommended that appraisal team members should be required to sign confidentiality / non-disclosure agreements and comply with any other security or confidentiality requirements of your organisation and should be required to return all documentation, materials and notes received or made during the appraisal. They should also be required to sign a conflicts of interest and independence statement.

form of personal interest which may impinge, or might reasonably be deemed by others to impinge, on a public official's impartiality in any matter relevant to his or her duties should be disclosed in writing to line management. Personal interest includes an interest of a relative or connected person². Line management must then decide if the exercise should be dealt with by another member of staff or seek further advice. Organisations should consider carrying out conflict checks throughout the appraisal process e.g. at the application submission stage, when the identities of the applicants become known, and at the project appraisal stage. Further information on managing conflicts of interest is available in the [Civil Service Code of Standards and Behaviour](#), which applies to all civil servants. In addition, the European Anti-Fraud Office, OLAF, has issued the following practical guide: [Identifying conflicts of interests in public procurement procedures for structural actions](#).

- Once the project appraisal is complete and the final funding approval has been ratified, all applicants should be informed in writing / by email of the result of the appraisal process. Decline letters and Letters of Offer and Grant documents should be sent to relevant applicants as soon as possible. A list of the successful applicants should be made publicly available on your organisation's website, ideally linked to the original Call for Proposals. These details should also be forwarded to the ESF MA at Peil@education.gov.ie for publication on www.esf.ie.

Feedback to applicants

7. All applicants should be informed of the result of the appraisal process without delay. Organisations are encouraged to give constructive written feedback, as a matter of good practice, to unsuccessful applicants when issuing decline letters. Where possible, it is recommended that the feedback gives an objective assessment of the application by reference to its relative performance under the relevant appraisal criteria. This will encourage and promote stronger applications in future rounds. From the point of view of applicants, such feedback will also provide reassurance about the integrity of the process and help them to understand the process better. Care should be taken however to ensure that confidential information such as the identity of other unsuccessful applicants or information that could infringe the intellectual property rights of others, is not disclosed. Decline letters should include details of any appeals procedure available to unsuccessful applicants.

It is not usually proportionate or feasible to offer unsuccessful applicants de-briefing meetings. However, if you choose to offer such meetings, it is recommended to have at least two officers from your organisation in attendance and a note of the proceedings kept for the records. The process should address the application against the evaluation criteria. It should focus on the relevant strengths and weaknesses of the application without being an explicit comparison between it and any other specific application.

Complaints /Appeals Procedures

8. While it is not mandatory that there should be an appeals process with every Call for Proposals, your organisation should facilitate a review of the process if requested by an unsuccessful applicant. This review should facilitate an independent review of the processes undertaken to confirm that the procedures set out were adhered to.

² As defined under Section 2(2)(a) of the Ethics in Public Office Act 1995

Appendix 1 Pro-Forma Application Form



Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
and the European Union



EUROPEAN UNION

Investing in Your Future

European Social Fund

CALLS FOR PROPOSAL - PRO-FORMA APPLICATION FORM

Applicant Organisation	
Name of Project	
Official use Only	
Date application received:	
Unique Reference ID	

This Call for Proposals is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020

or for YEI Operations,

This Call for Proposals is co-funded by the Irish Government, the European Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020

Section 1: Details of Applicant Organisation

1.1. Enter the legal name and main contact details of the organisation applying for funding.

(a) Organisation Legal Name	
(b) Other Name(s) by which the organisation is known (i.e. Trading Name)	
(c) Address	
(d) Main Telephone Number	
(e) Main Email Address	

1.2. Enter some additional information on the organisation applying for funding

(a) Date of establishment of organisation	
(b) Number of staff currently employed in organisation (Whole Time Equivalents)	
(c) Organisation Category	Which of the following best describes your organisation <input type="checkbox"/> (i) Public Body <input type="checkbox"/> (ii) Private Company <input type="checkbox"/> (iii) Voluntary Organisation
(d) Organisation Legal Form	Please tick one box only <input checked="" type="checkbox"/> <input type="checkbox"/> Statutory Body <input type="checkbox"/> Company <i>Please specify type:</i> <i>Enter CRO Number:</i> <input type="checkbox"/> Other (please specify):
(e) Are your accounts audited annually	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.3. Enter the contact details of the main person who will be responsible for answering any queries concerning this application.

Name	
Title/Position in the Organisation	
Address (if different to that provided in 1.1 above)	
Telephone Number (landline)	
Telephone Number (mobile)	
Email Address	

1.4. Enter the details of your organisation's Tax Clearance Certificate (TCC)?

Tax clearance in place	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Application underway
Tax Reference ID	
Tax Clearance Access Number	

Section 2: Corporate Management and Governance

2.1. Describe the management and governance structure of your organisation. Please attach an organisation chart. Word limit **INSERT**

A large, empty rectangular box with a thin blue border, intended for the user to attach an organisation chart.

2.2. Describe the operational management and control systems that will be established for this project. In answering this question you should have regard to the operational reporting requirements for ESF PEIL funds. Word limit **INSERT**

A large, empty rectangular box with a thin blue border, intended for the user to describe the operational management and control systems.

Section 3: Financial Management

3.1. Outline what controls your organisation has in place to ensure good financial management. Word limit is **INSERT**

3.2. Since **INSERT DATE**, has your organisation received grant funding from any source (including EU funds)?

Yes If **yes**, supply brief details of these in the following table.

No If **no**, move directly to next question

Year	Name of Funding Body	Project Name (if non-project, or 'core' funding, please state this)	Name of Grant Scheme (e.g. European Social Fund)	Amount

3.3. Since **INSERT DATE**, has your organisation received a qualified set of accounts? Please outline below. Word limit is 150

Section 4: Relevant experience

4.1. Give a general overview of the main activities carried out / services provided by your organisation.

Word limit is **INSERT**

4.2 Does your organisation have any previous experience working with the target group for the strand of funding you are applying for i.e. either a) women returning to the workforce or b) women entrepreneurs? Of particular relevance is experience of designing and delivering targeted training and employability programmes, and placements in either employment or further training?

Yes If **yes**, include brief examples of such experience in the table below.

No If **no**, move directly to Section 5.

Word limit is **INSERT**

Section 5: Project Partners

Note: It is not a requirement to work with a partner in the delivery of a project. If however, you are intending to work with one or more partner organisations you should set out below how this arrangement will operate.

5.1. Do you intend to work with any Project Partners in the implementation and delivery of this project?

- Yes If **yes**, complete all questions in this section.
- No If **no**, move directly to Section 6.

5.2. Have you worked with any of the Project Partners proposed for this project before?

- Yes
- No

5.3. Please enter the name(s) of your proposed partner organisation(s) and give a brief description of how the collaboration between your organisation and the proposed partner organisation(s) will operate (i.e. governance, finance, operational deliverables, reporting). Word limit is **INSERT**

Note: You must also complete Annex 1 & Annex 2 for each of the partner organisations (if any).

Section 6: Project Details

6.1. What is the name of your project? Word limit is **INSERT**

6.2. What is your project timeframe? Enter your project start date and end date and total in months. Please note that the maximum funding period for a project under this call is **INSERT**.

Start date (dd/mm/yyyy)	End date (dd/mm/yyyy)	In months

6.3. What is the geographical scope of your project? Word limit is **INSERT**

6.4. Provide a short summary of your project. Word limit is **INSERT**

6.5. Explain how your project will contribute to the achievement of the objectives set out in the Call. Word limit is **INSERT**

6.6. Describe the need for your project and how you have identified this need. Word limit is **INSERT**

6.7 Outline how your project will contribute to each of the four horizontal themes of the ESF. These are:

(a) Promotion of equality between men and women, (b) Promotion of equal opportunities and non discrimination (c) Social Inclusion and (d) Sustainable Development.

(a) Promotion of equality between men and women (Word limit is **INSERT**)

(b) Social Inclusion (Word limit is **INSERT**)

(c) Promotion of equal opportunities and non-discrimination (Word limit is **INSERT**)

(d) Sustainable Development (Word limit is **INSERT**)

Section 7: Project Financials

7.1. What is the total cost of your project?

Total cost of your project	
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[Note: You may wish to require the submission of additional project cost details either as part of the application form or in a separate excel spreadsheet]

7.2. What are the direct staff costs associated with your project? You should provide details of all direct staff costs associated with the project. Justification must be provided for the salary costs being proposed by reference to relevant salary levels in the labour market.

Total number of project staff	
Total direct staff costs	

For each proposed member of project staff, please provide the following:

Proposed title of Position (by reference to project)	
Proposed salary	
Salary scale	
Full-time or Part-time staff member (E.g. Full time = 1.0, 3 day week = 0.6)	
If part-time, provide salary costs of the project work <u>only</u>	
Justification for salary level proposed	
For any temporary staff who may carry out some work on the project, (e.g. trainers), provide hourly rates and projected total costs.	

Section 8: Project Plan

8.1. Outline the specific objectives of your project.

Overall objective of the project	
----------------------------------	--

8.2. Outcomes

Outcomes

8.3. Project Actions and Outputs

Please complete the table below for each project outcome you have identified

Project Outcome:				
Nr.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				

Please explain why you think these particular actions will create the project outcome.

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Project Outcome:				
Nr.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				

Please explain why you think these particular actions will create the project outcome.

Project Outcome:				
Nr.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				

Please explain why you think these particular actions will create the project outcome.

Project Outcome:				
Nr.	Actions	Timeframe	Outputs	Cost
1.				
2.				
3.				
4.				

Please explain why you think these particular actions will create the project outcome.

Section 9: Applicant Declaration

I declare that I have the authority to represent [*Name of Organisation*] in making this application for ESF funding under the Programme for Employability, Inclusion and Learning **INSERT MEASURE/ACTIVITY NAME** to the **INSERT YOUR ORGANISATION NAME**.

On behalf of the applicant organisation named at 1.1 above, I the undersigned, apply for funding to the value stated at 7.1 above for the project described in this application and declare that all the information given in this application is true and complete to the best of my knowledge and belief. I acknowledge that any funds awarded must be used only for the purpose stated and I acknowledge the right of the **INSERT YOUR ORGANISATION NAME** to seek the recovery of any funds that are not used for the purpose stated and in compliance with the grant agreement.

I also understand that information supplied in/or accompanying this application may be made available to Third Parties on request under the Freedom of Information Act 2014.

I confirm to the **INSERT YOUR ORGANISATION NAME** that I have informed all persons about whom I have provided personal information in this application of the details provided and the purposes for which this is to be used. I have the consent of the individuals to pass this information to the **INSERT YOUR ORGANISATION NAME** for these purposes.

I will inform the **INSERT YOUR ORGANISATION NAME** if, prior to ESF PEIL funds being committed to the applicant organisation, I become aware of further information which may reasonably be considered as material to the **INSERT YOUR ORGANISATION NAME** in deciding whether to fund the application.

I, the undersigned, certify on my honour that the applicant organisation is not in one of the circumstances listed below which would exclude it from taking part in a grant programme, and I accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established or with those of the country of the putative contracting authority or those of the country where the contract is to be performed;
- has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Community's financial interests;
- is not currently subject to an administrative penalty;
- has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.

I have been informed that, under the Financial Regulation of 25 June 2002 as last amended by Council Regulation No. 1995/2006 of 13 December 2006³, applicable to the general budget of the European Communities⁴, contracts may not be awarded to candidates who, during the procedure:

- are subject to a conflict of interest;
- are guilty of serious misrepresenting the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

I also accept, as a condition of the award of a grant, that it involves no commitment to any other grants under the PEIL ESF Measure **INSERT MEASURE/ACTIVITY NAME** or from the **INSERT YOUR ORGANISATION NAME**.

The applicant organisation is agreeable to have the project monitored by the **INSERT YOUR ORGANISATION NAME**, the ESF Managing Authority⁵, the ESF Certifying Authority⁶ and the ESF Audit Authority⁷ for the European Social Fund in Ireland, and the EU auditors (DG Employment) and to allow access to its premises and records, as necessary, for that purpose.

Name (BLOCK CAPITALS)

Signature

Position/title in organisation

Date

³ Official Journal L 390, 30.12.2006, p. 1.

⁴ Official Journal L 248, 16.9.2002, p.1.

⁵ The ESF Managing Authority is the Department of Education and Skills.

⁶ The ESF Certifying Authority is the Department of Education and Skills.

⁷ The ESF Audit Authority is the Department of Education and Skills.

Section 10: Disclosure under the Freedom of Information Act

This Section should be signed by a person within the applicant organisation who has the authority to submit this application for ESF PEIL funding.

The **INSERT YOUR ORGANISATION NAME** wishes to remind applicants that the information supplied in the application form and supporting documentation may be released, on request, to third parties, in accordance with the **INSERT YOUR ORGANISATION NAME**'s obligations under the Freedom of Information Act 2014.

You are asked to consider if any of the information supplied by you in applying for funding should not be disclosed because of sensitivity. If this is the case, you should, when providing the information, identify same and specify the reasons for its sensitivity below.

Name (BLOCK CAPITALS)

Signature

Position/title in organisation

Date

Section 11: Disclaimer of Liability for the Application

This Section should be signed by a person within the applicant organisation who has the authority to submit this application for ESF PEIL funding.

Please read carefully:

It will be a condition of any application for funding under the terms and conditions of ESF PEIL measure, that the applicant has read, understood and accepted the following:

The **INSERT YOUR ORGANISATION NAME** shall not be liable to the applicant or any other party in respect of any loss, damage or costs of any nature arising directly or indirectly from:

- a) The application or the subject matter of the application
- b) The rejection for any reason of the application.

Name (BLOCK CAPITALS)

Signature

Position/title in organisation

Date

Section 12: Final checklist for applicants

- Have all applicable sections of this Application Form been completed?
- Have you attached a detailed project budget?
- Have you attached a copy of your audited accounts (if applicable) or income and expenditure statement for the past 3 years?
- Have you attached an organisation chart?
- Has the Declaration at Section 9 been signed and dated?
- Has the Disclosure at Section 10 been signed and dated?
- Has the Disclaimer at Section 11 been signed and dated?
- Where you have project partners, has each one signed Annex 1 & 2?

Annex 1 - Information on Partner Organisations (Ref. Section 5 Above)

If your organisation proposes to work with one or more partner organisations in delivering this project, please provide the following information with respect to each proposed partner organisation.

(1) Name of Organisation	
(2) Date of establishment of organisation	
(3) Organisation Category	Which of the following best describes your organisation <input type="checkbox"/> (i) Public Body <input type="checkbox"/> (ii) Private Company <input type="checkbox"/> (iii) Voluntary Organisation
(4) Organisation Legal Form	Please tick one box only <input checked="" type="checkbox"/> <input type="checkbox"/> Statutory Body <input type="checkbox"/> Company <i>Please specify type:</i> <i>Enter CRO Number:</i> <input type="checkbox"/> Other (please specify):
(5) Are your accounts audited annually	<input type="checkbox"/> Yes <input type="checkbox"/> No

Annex 2 - Declaration by Partner Organisation

Each partner in the project must fill in a copy of this declaration on letterhead paper of the organisation.

Title of project:	
Name of the Lead Applicant	
Name of partner organisation (full legal name)	
Contact Details of Partner Organisation: Contact Person Name Address Telephone Email	

I certify that the information in this proposal about my organisation is accurate and complete.

I declare I have read and accept the rules governing this call for proposals. I declare that I am aware and agree that in case of a successful application, the **INSERT YOUR ORGANISATION NAME** shall, subject to payment arrangements, pay the grant in full to the lead applicant which is entitled to receive funds from the **INSERT YOUR ORGANISATION NAME** and distribute the amounts corresponding to the partners participating in the action.

I declare that I am aware that, except in cases of *force majeure*, I shall make good any damage sustained by the **INSERT YOUR ORGANISATION NAME** and the European Commission as a result of the execution or faulty execution of my obligations. In particular, I accept in advance on-the-spot checks and inspections by the **INSERT YOUR ORGANISATION NAME** and the European Court of Auditors

I, the undersigned, certify on my honour that:

The partner organisation is not in one of the situations which would exclude it from taking part in a grant programme and accordingly declare that the organisation:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- has met its obligations relating to the payment of social security contributions or taxes under the legislation of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Community financial interests;

- is not currently subject to an administrative penalty;
- has not been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to another procurement procedure or grant award procedure financed by the Community budget.

I have been informed that, under the Financial Regulation of 25 October 2012⁸ as last amended by Council Regulation No. 2015/1929 of 28 October 2015⁹, applicable to the general budget of the European Communities, contracts may not be awarded to candidates who, during the procedure:

- are subject to a conflict of interest;
- are guilty of serious misrepresenting the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Authorised signatory of the partner organisation:

Name (BLOCK CAPITALS)

Position/title in organisation

Date

Signature _____

⁸ Official Journal L 298, 26.10.2012, p. 1

⁹ Official Journal L 286/1, 30.10.2015, p. 1.

Appendix 2 Pro-Forma Terms of Reference – Call for Proposals Appraisal Team

Outline of Call for Proposals

Outline content and context of Call for Proposals.

Functions of the Appraisal Team

The functions of the team are to:

- confirm the initial eligibility of responses proceeding to full appraisal under the Call for Proposals and to note the position of ineligible responses;
- assess the responses received against the criteria specified in the Call for Proposals;
- make recommendations to the grantor on the basis of its assessment.

Each member of the appraisal team is expected to be very familiar with the Call for Proposals. Clarification questions and answers will also be circulated and are deemed to be part of the Call for appraisal purposes. All responses determined to be eligible will progress to be assessed against the criteria in the Call for Proposals. Each member is responsible for assessing all responses in a fair, transparent and unbiased fashion and in strict compliance with the qualification and award criteria set out in the Call for Proposal. At the end of the assessment process the appraisal team will collectively confirm the marking/score/ranking for each response.

Report

The appraisal team will prepare a written report on its deliberations which will be signed and dated by the members of the team. The Report will set out the final score/marking/ranking per response with supporting rationale.

Membership

The appraisal team will comprise: *specify membership*

Name	Organisation	Role	Contact Details	
			email	phone

Declarations

Each member of the appraisal team will sign a Declaration of Interest document, (prior to the assessment process commencing) confirming that they have no conflicts of interest in relation to any of the responses. They will commit to acting independently and will adhere to the confidentiality requirements of your organisation and undertake to return all documentation, materials and notes received or made during the appraisal.

Timelines

The timelines for the work of the appraisal team are as follows:

Milestone	Date
Publication of the Call for Proposals	
Queries Deadline	
Submission Deadline	
Assessment Period	
Report Date	