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| **GRANT AWARD PROCEDURE**  **Stage two** |
| **APPLICATION FORM**  **(APPENDIX II)** |

Call for proposals for “Local initiatives on anti-corruption and public integrity”

8668-2021-07

**HOW TO COMPLETE THE APPLICATION FORM?**

Complete each box with the information requested. The size of the box will adapt to the volume of text typed. Note the text length requirement outlined in the description of each section.

Once all fields are completed, print the Application Form, sign it, and send it in accordance with the requirements of the Call for Proposals.

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| **1. Applicant** | |
| Official name ► |  |
| Legal form ► |  |
| Country of registration ► |  |
| Full address ► |  |
| Internet site (if any) ► |  |
| Date on which the applicant was founded ► |  |
| Name(s) of the person(s) entitled to enter into legally binding commitments on behalf of the applicant (indicate name(s) and position(s)) ► |  |

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| **2. Contact details** | |
| Contact person ► |  |
| Position of the contact person ► |  |
| Email address ► |  |
| Phone number ► |  |

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| **3. Bank details** | |
| Name of the Bank ► |  |
| Address of the Bank ► |  |
| Account holder name ► |  |
| Full account number  (including bank codes) ► |  |
| IBAN (or BIC Code) ► |  |

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| **4.** **Project overview** Please provide a description of the project as follows: | |
| Title ► | Click here to enter text. |
| Anticipated duration ► (*maximum eight months in the period December 2021 – May 2022)* | Click here to enter text. |
| The purpose, goal and specific objective(s)[[1]](#footnote-1) ►  *(See footnote for more information and note the connection with the section 7 - Proposed activities)* | Click here to enter text. |
| Partner institution/organisation ► | Click here to enter text. |
| Target groups and beneficiaries[[2]](#footnote-2) ► | Click here to enter text. |
| Expected results ► | Click here to enter text. |

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| **5.** **Situation analysis (maximum ½ page)** |
| * Provide a synopsis of your Local Government Unit (LGU) in terms of territory, population, development trends, and economy, and the significance of the proposed project/action in this regard. * Describe the significance of the proposed project at local level and describe the plan to improve the situation. Discuss if the proposed intervention is related to/part of/contributes to any strategy at national and/or regional level related to transparency, accountability and anti-corruption efforts at local government level. ▼ |
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| **6. Recent activities and relevant experience in project implementation (maximum ½ page)** |
| Describe below the main projects completed or being carried out by your LGU in the field concerned during the last 3 (three) years, indicating any grants obtained from other international institutions or state authorities (if any). ▼ |
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| **7. Proposed activities and their sustainability (maximum 2 pages)** |
| Under each specific objective listed in section 4, please list the activities to be carried out. For each activity, indicate the title, duration, specific objectives, detailed description, implementation means, evaluation means (if any) and target group(s) and expected results. The results must be realistic and measurable. Activities should be listed in chronological order with approximate dates (if possible). Finally, indicate below how will the sustainability of results be ensured after the completion of the project ▼  Before completing this section, please consider the following guiding questions:   * How will the proposed activities lead to the achievement of the expected results? * What is the sequence of these activities? * Who will be responsible for carrying out each activity and what is their role in the project? * How will the community be involved in the project implementation? * Who on behalf of the community will be responsible for this role? * How will gender representation be ensured in the implementation of these activities? |
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| **8. Potential for awareness raising at national level (maximum ½ page)** |
| Please describe how the project will contribute to increased visibility and awareness of the role of mayors in promoting ethical standards and behaviour, transparency and accountability to the citizens, and the overall results of the project activities. Will the regional/national government be involved in implementation of the project or in a specific activity ▼ |
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| **9. Applicant’s professional and operational capacity (maximum ½ page)** |
| Indicate below the number of permanent and temporary staff to be involved in the implementation of the project  Please describe how will the proposed activities be implemented (where applicable, indicate the involvement of third parties including providers)▼ |
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| **10. Co-funding (maximum ¼ page)** |
| Indicate below how the applicant intends to contribute to the project (either by way of its own resources or by contribution from third parties). Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project ▼ |
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| **11. Declaration** |
| By signing this form I, the undersigned, authorised to represent the Grantee/Consortium, hereby certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Council of Europe funding to carry out the action which is the subject of this grant application.  I also certify on my honour that the applicant organisation or their owner(s) or executive officer(s) are not in one of the situations which would exclude it from taking part in a Council of Europe grant award procedure, and accordingly declare that the applicant:  a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;  b. is not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;  c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;  d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established;  e. is not and neither likely to be in a situation of conflict of interests. |

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| **12. Publication of the award decision** |
| The Council of Europe publishes annually information about awarded grants on its website (available at <https://www.coe.int/en/web/portal/grants>) pursuant to Article 2.1.4 of Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe. Please indicate below whether the applicant has any objections to the publication of information on the award decision (the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee and amount of the Agreement) should its application be successful and, if so, the reasons for such objection ▼ |
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| **13. Signature** | |
| Complete the table below and sign in the last box:  **GRANTEE:** | |
| First Name and Name of the Signatory ► |  |
| Title or position of the Signatory in the applicant organisation ► |  |
| Place and date of signature ► | **Done in:** |
| **On:** |
|  |  |
| Signature and official stamp of the applicant organisation ► |  |

1. When formulating the overall goal of the project, please keep in mind that there can only be one and that the implementation of your project will contribute to its achievement. Describe the additional challenges that you must overcome in order to achieve the project goal. [↑](#footnote-ref-1)
2. Please state how the beneficiaries/the community will contribute to the design, planning and implementation of the project, and how they will be kept informed. Moreover, please indicate what the community role will be in the long-term implementation of the project results. [↑](#footnote-ref-2)