



Application Form

Administrative Forms (Part A) Description of the Action (Part B)

**CITIZENS' ENGAGEMENT ACTIONS IN THE AREA OF COMMUNICATION IN VIEW
OF THE EUROPEAN ELECTIONS OF 2024**

EP-COMM-SUBV-NAT-E-2023

5/4/2023

Category 1 - Civil society engagement actions (point 2.2.1 of the call for proposals).

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

EP-COMM-SUBV-NAT-E-2023

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative description of the action.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.


How to prepare and submit it?


The Application Form must be prepared by the beneficiary and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit: **20** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application. If you have worked with track changes, please submit a clean document.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

DESCRIPTION OF THE ACTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Applicant's contact:	[name NAME], [organisation name]
Duration of the action:	

1. RELEVANCE OF THE PROPOSAL IN RELATION TO THE OBJECTIVES OF THE CALL

1.1 Relevance of the proposed action with the objectives and expected results of this call:

Applicants should explain how the general and specific objectives of the proposed action will contribute to the objectives and expected results of the call for proposals, as explained in point 2.1 of the call for proposals, including as regards increasing the number of citizens joining the together.eu community.

Insert text

1.2 Relevance of the proposed action with the target audience: Applicants should explain the way in which the proposed activities will reach the target audience identified in the point 2.2 of the call for proposals (citizens, media, opinion multipliers, change-makers etc).

Insert text

1.3 Relevance of the proposed action with the priority communication subjects of the EP:

Applicants should explain how the proposed action will reflect the priority communication subjects of the EP, as mentioned in point 2.2 of the call for proposals, in particular as regards the 2024 European elections.

Insert text

2. QUALITY OF THE PROPOSAL

2.1 Quality of the proposed action and its objectives/deliverables

Applicants should describe the proposed action in line with point 2.5 of the call for proposals. They should detail as appropriate the general concept and objectives behind the planned activities and deliverables, the choice of intended audience and the means to ensure maximum outreach, the integration with the together.eu platform, the means to maintain political pluralism (including the possible involvement and proposed participation of MEPs from all European political groups), the means of giving visibility to the EP, the use of innovative or creative communication formats, and envisaged follow-up actions.

Insert text

2.2 Quality of the proposed methodology for carrying out the action

Applicants should explain the methodology they will follow in order to meet the purpose of the action, including a description of the proposed implementation team and its internal organisation (how the roles and responsibilities of the team are distributed for each task, global allocation of time and resources to the project and to each task), as well as the detailed timetable of the planned activities. They should also explain how this timetable would respect the envisaged timeline of the EP EE24 information campaign (set out in point 2.2 of the call), the ways and means envisaged for cooperating with the EPLO (in line with points 2.4 and 2.5 of the call), as well as means of efficient monitoring and evaluating the implementation of the action against the set key performance indicators.

Insert here

2.3 Sustainability of the proposal

Applicants should explain how the way to implement the proposed action takes into account environmental, economic, and social sustainability considerations, including as regards the accessibility of the proposed communication tools to the widest possible audience.

Insert text

3. COMMUNICATION AND OUTREACH

3.1 Quality and detail of the communication actions

Applicants should provide a detailed plan of the communication actions they intend to carry out in support of the proposed project before, during and after the event (in line with point 2.5 of the call for proposals), taking into account the EP's communication plan, objectives and branding.

Insert text

3.2 Expected direct reach of the action

Applicants should explain the expected direct reach of the action (as measured based on the set key performance indicators - point 2.6 of the call for proposals).

Insert text

3.3 Expected indirect reach of the action

Applicants should explain the expected indirect reach of the action (as measured based on the key performance indicators - point 2.6 of the call for proposals).

Insert text

4. BUDGET AND COST EFFECTIVENESS

4.1 Clarity and detail of the description of the estimated costs and the budget

Applicants should describe in detail the estimated costs and the budget of the proposed action (including the expected working hours, subcontracting costs, etc.), as well as all financing sources to be used for ensuring the proper implementation, including any kind of EU funding other than the grant requested from the EP (in line with point 6.4 of the call for proposals).

Insert text

4.2. Cost effectiveness and consistency Applicants should explain how the estimated budget for the action will ensure in the most efficient way the achievement of the proposed objectives and deliverables. This could include a description of how the proposed methodology for implementing the action (including the allocation of tasks between the team members) will result in the successful implementation of the project in the most cost-efficient way.

Insert text

ANNEXES

LIST OF ANNEXES OF THE APPLICATION FORM

- Annex I.1: Detailed estimated budget (*to fill in and return with the application form*) - **Mandatory**
- Annex I.2: Key Performance Indicators (KPI) (*to fill in and return with the application*) - **Mandatory**
- Annex I.3: Declaration on honour (*to fill in and return with the application form*) - **Mandatory**
- Annex I.4: Financial Identification Form (*to fill in and return with the application form*) - **Mandatory**
- Annex I.5: The curriculum vitae or description of the profile of the person/persons responsible for managing the action (to be uploaded as PDF files and return with the application form) - **Mandatory**
- Annex I.6: comprehensive and detailed list of previous projects and activities (to be uploaded as PDF files and return with the application form) - **Mandatory**
- Annex I.7: annual activity report for the 3 most recent available financial years (to be uploaded as PDF files and return with - **If Available**)

All annexes and supporting documents must be submitted at the time of submitting proposals. Failure to submit annexes indicated as mandatory will lead to the inadmissibility of the proposal.