



Project partner: CRESM - Centro Ricerche Economiche e Sociali per il Meridione

“Promoting upcycling in circular economy through innovation and education for creative industries in Mediterranean cities”

INNOMED-UP

A_A.2.2_0172

Financed by the ENI CBC Med 2014 2020 Programme

**Subgrant application form
for: SUPPORTING THE TRANSITION TO THE CIRCULAR ECONOMY**

Reference: CRESM/SUB-GRANT/INNOMED-UP_01

**Deadline for submission of application: ~~August 5th, 23:59 CEST~~
September 18th CEST**

Title:	
Location(s):	<i>Metropolitan City of Palermo</i>
Name of the applicant	
Name of the co-applicants	

Applicant's contact details for the purpose of this action	
Postal address:	
Telephone number:	
Contact person for this action:	
Contact person's email:	

NOTICE

Where you see < ... >, enter the information relevant to the call for proposals in question.

The phrases in square brackets [] should only be included if appropriate.

Any other part of these standard instructions should not be modified.

INSTRUCTIONS FOR DRAFTING THE APPLICATION FORM

There is no specific template for the application form, but the applicant must ensure that the text:

- includes Page 1 of this document, filled in and submitted as a cover page;
- includes the table of the summary of the subgrant(s) activities;
- includes the description of the subgrant(s) activities (not exceeding 2 pages) and their relevance (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
- provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
- provides full information (as the evaluation will be based solely on the information provided);
- is drafted as clearly as possible to facilitate the evaluation process.

1. Summary of the subgrant(s)

Please complete the table below.

Title of the subgrant(s):	
Location(s) of the subgrant(s) — specify country(ies), region(s)	
Indicate the selected Lot (see art. 1.2 of the guidelines)	
Total duration of the subgrant(s) activities (months, maximum 5 months):	
Requested EU contribution (amount, maximum 5.000€)	<amount in EUR>
Requested EU contribution as a percentage of total eligible costs (indicate 100% or less if you contribute with your own financial resources)	%
[Total indicative budget]	<amount in EUR>
Target groups ¹	
Final beneficiaries ²	

2. Description of the subgrant (max 2 pages)

Please provide all the following information:

- Explain the objectives of the subgrant
- Define and describe the target groups and final beneficiaries, their needs and constraints, and state how the subgrant will address these needs and improve their situation.
- Briefly outline intervention logic underpinning the subgrants, indicating the expected outputs and outcome. Include a detailed list of outputs with indicators and target values
- Briefly outline the type of activities proposed.
- Outline the broad timeframe of the subgrant implementation and describe any specific factor taken into account.

3. Relevance (max 1 page)

Please provide all the following information:

- Describe the relevance of the subgrant to the objective(s) of the call for subgrant proposals.
- Indicate any specific added-value elements of the subgrant.

4. Indicative action plan

Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing body
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¹ 'Target groups' are the groups/entities who will directly benefit from the subgrant(s)

² 'Final beneficiaries' are those who will benefit from the subgrant(s) in the long term

Preparation Activity 1 (title)													Applicant or co-applicant #
Execution Activity 1 (title)													Applicant or co-applicant #
Preparation Activity 2 (title)													Applicant or co-applicant #
etc.													

5. Experience of applicant and co-applicants

Please provide a description of actions of a comparable scale to the one for which a grant or subgrant was managed by your organisations in the past three years.

Maximum ½ page per experience.

Name of the applicant or co-applicant:					
Project title:					
Location	Amount of the grant	Role (coordinator, co-beneficiary)	Name of donor	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
...
Short description of objectives and results					

6. Identification of applicants and co-applicants

Fill-in one table for the applicant and each co-applicant.

Applicant	
Name	
Abbreviation	
Registration number (or equivalent)	
Official address of registration	
Country of registration	
Legal status (profit-making, NGO or public)	
Website of the organisation	
Telephone number	

Co-applicant #1	
Name	
Abbreviation	
Registration number (or equivalent)	
Official address of registration	
Country of registration	
Legal status (profit-making, NGO or public)	
Website of the organisation	
Telephone number	

Declaration by the applicant

The applicant, represented by the undersigned, being its authorised signatory [and in the context of the present application, representing any co-applicant(s) in the proposed action], hereby declares that:

- the applicant has the financial capacity and professional competence and qualifications to implement the subgrant(s);
- in case of co-applicants [the applicant undertakes to comply with the obligations foreseen with the principles of good partnership practice];
- the applicant is directly responsible for the preparation, management and implementation of the subgrant(s) activities with the co-applicant(s) if any, and is not acting as an intermediary;
- the applicant and the co-applicant(s) are not in any of the situations excluding them from participating in contracts foreseen by the applicable legislation
- the applicant and each co-applicant (if any) are eligible in accordance with the criteria set out in the guidelines for applicants;
- if recommended to be awarded the subgrant, the applicant and the co-applicant(s), if any, accept the contractual conditions as laid down in the standard subgrant contract annexed to the guidelines for applicants.

We acknowledge that if we participate in spite of being in any of the situations for exclusion or if the declarations or information provided prove to be false, we may be subject to rejection from this procedure.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	

Mandate of the co-applicants

The co-applicant(s) authorise the applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract with CRESM - Centro di Ricerche Economiche e Sociali per il Meridione, as well as, to represent the co-applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the contracting authority. I undertake to comply with the principles of good partnership practice.

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

[Please delete the checklist below before submitting your concept note]

Checklist for self-guidance

(To be filled in by the lead applicant only for self-guidance purposes)

Before sending your application check that each of the criteria below have been met in full:	Yes	No
1. The correct grant application form has been used and its instructions followed (Annex I).		
2. The budget is enclosed, presented in the format requested, and stated in EUR (Annex II).		
3. The Declaration by the applicant (Annex I) is duly signed.		
4. Each co-applicant (if any) has completed and signed the mandate.		
5. The action will be implemented in the eligible area (Palermo Metropolitan city).		
6. The duration of the action is equal to or lower than the maximum allowed in section 1.4.2 of the guidelines.		
7. The requested EU contribution (amount) is equal to or higher than the minimum allowed in section 1.3 of the guidelines.		
8. The requested EU contribution (amount) is equal to or lower than the maximum allowed in section 1.3 of the guidelines.		
9. The applicants send only one application and only for one of the three lots.		
10. The de minimis declaration is filled in (Annex III).		
11. The completed organisation data form is filled in by the applicant (Annex IV) and for every co-applicant (if any).		

12. A presentation with the Products design that proves the use of CE practices is attached.		
13. A scheme of the applicants' Human and other resources or a Business plan is attached.		