

Annex I: CHECK LIST FORM

Title of the Proposal:	Yes	No
Part A		
1. Court Registration Act in Albania (notarized within the last 3 months);		
2. Statute of the organization (notarized within the last 3 months);		
3. Court Extract (with the Court seal and within the last 3 months);		
4. Active NIPT (notarized within the last 3 months);		
5. A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;		
6. A document issued by the Department of Justice certifying that the organization and its executive director have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;		
7. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;		
8. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;		
1. Financial statements (Last two years' financial statements of the organization, in the case of large-size grants, and last years' financial statement in the case of mid-size grants. No financial statement is required by organizations applying for small-size grants). 2.		
3. The Declaration by the Applicant		
4. The Vetting Declaration Form.		
PART B		
5. The Project Application Form (In English for large and medium grants only).		
6. The Budget Application Form, within the Call limits.		
7. The proposal is presented in type writing		
8. The Project Logical Framework (large and medium grants only).		
9. An electronic version of the proposal (USB/CD-Rom) is enclosed		

Annex II: ADMINISTRATIVE/ELIGIBILITY ASSESSMENT FORM

Nr. of the Proposal		Name of Applicant	
Proposal Title			

Applicant's eligibility Criteria:	Yes	No	Comments
1. Court Registration Act in Albania (notarized within the last 3 months);			
2. Statute of the organization (notarized within the last 3 months);			
3. Court Extract (with the Court seal and within the last 3 months);			
4. Active NIPT (notarized within the last 3 months);			
5. A document issued by the Department of Taxes certifying that the organization has no pending financial obligations, such as social, health or tax obligations – issued within the Call period;			
6. A document issued by the Department of Justice certifying that the organization and its executive director have no previous or pending cases, such as in court, prosecution or police – issued within the Call period;			
7. Bank Proof (Vërtetim bankar) with the bank account, and IBAN in the name of the organization - issued within the Call period;			
8. CV of the organization, signed by its legal representative, including all the past and present projects (funding source and contacts, timeframe, region of coverage and partnerships); licenses issued by the respective agencies, in case the proposed action offers activities which need specific licensed experts, such as psychological or legal services;			
9. Financial statements of the organization as required for each grant.			
10. The Declaration by the Applicant			
11. The Vetting Declaration Form.			
Application's eligibility Criteria:			
12. Is the proposal submitted within the deadline			
13. The application forms published in the guidelines for this call for proposals have been used by the applicant			
14. The proposal is presented in typed writing			
15. The proposal is in English language if above 10,000 Euro. <i>For the projects up to 10,000 Euro (lot1, >5000 and <10,000) the proposal can be presented in Albanian language with a project summary in English language</i>			
16. A CD/USB is enclosed in the application set of documents			
17. The requested budget is between 10.000 and 15.000 EURO (LOT 1) and between 20.000 and 25.000 EURO (LOT2) and between 40.000 and 50.000 EURO (LOT3).			
18. Project duration fall within 9 months and 12 months (LOT1 and LOT2) or between 18 months and 24 months (LOT3)			

Administrative Committee's decision for this application is:

- Application eligible for technical evaluation
- Applicant were required to provide additional documents/clarifications at the issue of which, it has been evaluated eligible for the technical evaluation
- Application Rejected

Date of Assessment: _____

Assessed by: _____

Annex III DECLARATION OF IMPARTIALITY AND CONFIDENTIALITY

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned call for proposals.

By making this declaration, I declare that I am aware of the following:

1. Financial persons and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the European Union.

If such a risk exists, the person in question shall refrain from such action. He or she shall refer the matter to the authorising officer by delegation and inform his or her hierarchical superior. The authorising officer shall confirm in writing whether a conflict of interests exists. . Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial person or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.

I hereby declare that, to my knowledge, I have no conflict of interest with the operators who have applied to participate for this contract, including persons or members of a consortium, or the subcontractors proposed.

I confirm that if I discover during the evaluation that such a conflict exists or might exist, I shall declare it immediately to the chairperson of the evaluation committee. In the case that such conflict is confirmed by the chairperson, I agree to cease from participating in the evaluation committee.

I confirm that I have familiarised myself with the information available to date concerning this call for proposals, including the provisions of the Operational Manual for the Sub-Grants Scheme relating to the evaluation process.

I shall execute my responsibilities impartially and objectively. I further declare that, to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the application(s).

I shall maintain the strictest confidentiality in respect of all information acquired as a result of my involvement in the evaluation process of the above-mentioned call, as well as any information relating specifically to the object of this call.

I undertake neither to disclose such information to any person who is not already authorized to have access to such information, nor to discuss it with any person in any public place or where others could overhear it.

I furthermore undertake to use this information only in the context, and for the purposes of, the evaluation of this specific call.

After the conclusion of the evaluation I undertake not to retain copies of any written information, as well as any templates or models used in the course of my duties.

I understand that any unauthorized disclosure by me will result in the termination of my role as a member of this evaluation committee and may also render me liable to legal action.

I undertake to maintain this duty of confidentiality after the conclusion of my term as a member of this evaluation committee.

Name of the AEC/PEC/CEC member: _____

Signature: _____

Date: _____

Annex IV DECLARATION OF OBJECTIVITY

I, the undersigned, hereby declare that I agree to participate in the preparation of the above-mentioned call for proposals.

I confirm that I am familiar with the information available to date concerning this call for proposals.

I undertake to perform my duties honestly and fairly. My contribution to the documents in whose preparation I will be involved will be objective and will fully respect the principles of fair competition and impartiality, in particular by avoiding terms or conditions favouring any one product, manufacturer or service provider.

I undertake to hold in trust and confidence any information or documents ("confidential information") disclosed to me, discovered by me or drafted by me in the course of or as a result of preparing the [call for tenders/call for proposals]* and undertake to use them only for the purposes of preparing this call for proposals and not to disclose them to any third party.

I also undertake not to retain copies of any written information or prototypes supplied and undertake neither to assist nor be associated with any [prospective tenderer/applicant]* in the above-mentioned call for proposals.

I am fully aware that any failure to comply with the present declaration would lead to my exclusion from the call for proposals and to the rejection of my application.

Lastly, I undertake not to disclose any confidential information to any employee or expert unless that person has signed this declaration and agreed to abide by its provisions.

Name of the AEC/PEC/CEC member: _____

Signature: _____

Date: _____

Annex V Declaration of Vetting

This section must be completed by each Applicant

Full Name of the Organisation	
Date of registration	
Place of registration	
Official address of registration	
Website and E-mail address of the Organisation if applicable	
Telephone number: Country code + city code + number	
Fax number: Country code + city code + number	
Full names of the key staff (Board of Directors &/or Country Director, including their date/year/place of birth)	

The applicant acknowledges that if found guilty of misrepresentation, it may be subject to penalties.

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

Annex VI: Technical Evaluation Form

A- (Small Sub Grant- LOT1)

Grid completed by _____

Date: ____/____/____

I. IDENTIFICATION DATA

Reference number:	
Title of action:	
Region(s) targeted:	
Amount requested (EUR)/Lot	
Duration (months):	

II. EVALUATION GRID

Criteria	Explanation of the criteria	Application's score*	Total score	Justification
Proposal relevance and coherency with respect to the project focus	1. How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5)		X*2	
	2. How coherent is the proposal with the objectives to empower the civil society in actively participating and influencing the proper functioning of the judiciary system in Albania? (score 1-5)		X*2	
	3. How relevant is the proposal to the monitoring, establishment of the new governing institutions and their functioning in the frame of the justice reform or to the Improvement of the Access to Justice? (score 1-5)		X*2	

Applicants' capacity, and experience	4. Has the applicant organization previous experience or staff with proven competences in the field of the proposal , and therefore have the applicant properly described staff experience and competences related to the project field? (score 1-5)		X	
Quality of project proposal design	5. How coherent and feasible is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders? (score 1-5)		X*2	
	6. Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities,(including people with disabilities, minorities and indigenous peoples) or innovation and best practices?? (score 1-5)		X*2	
Proposal Impact to the betterment of the thematic area	7. Is the proposal likely to bring improvements / change in the justice sector in term of policy making at local, regional and national level; (score 1-5)		X*2	
	8. How is the project promoting improvement for the community in targeting area and/or linkage with existing services/activities ? (score 1-5)		X*2	
Community Participation and awareness	9. Does the project promote community mobilization and participation ? (score 1-5)		X*2	
	10.Does the project promote public awareness on law matters (including the legal framework affected by the justice reform(score 1-5)		X*2	
Budget and cost-effectiveness of the action	11.Are the activities appropriately reflected in the budget and is the ratio between the estimated costs and the expected results satisfactory? (score 1-5)			
Total score (out of 100)			/100	

***Scoring guidelines:** This evaluation grid is divided into **sections** (criteria) and **subsections** (explanation of the criteria). Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

B- MEDIUM AND LARGE Sub Grant- LOT2- LOT3)

I. IDENTIFICATION DATA

Reference number:	
Title of action:	
Region(s) targeted:	
Amount requested (EUR)/Lot	
Duration (months):	

II. EVALUATION GRID

Criteria	Explanation of the criteria	Application's score*	Total score	Justification
Proposal relevance and coherency with respect to the project focus	1. How relevant to the particular needs and constraints of the target region is the proposal? (score 1-5)		X*2	
	2. How coherent is the proposal with the objectives to empower the civil society in actively participating and influencing the proper functioning of the judiciary system in Albania? (i(score 1-5)		X*2	
	3. How relevant is the proposal to the monitoring, establishment of the new governing institutions and their functioning in the frame of the justice reform or to the improvement of the Access to Justice ? (score 1-5)?? (score 1-5)		X*2	

Applicants' capacity, and experience	4. Does the applicant organization has relevant work experience in implementation of similar projects and therefore have the applicant properly described staff experience and competences related to the project field? (score 1-5)			
	5. Has the applicant the proper management and administrative resources for the successful management of this project; (score 1-5)			
Quality of project proposal design	6. Are the project objectives and outputs achievable and feasible within the project scope; (score 1-5) 7.			
	8. Is the proposal indicating how the expected outputs and outcomes contribute to the achievement of the overall scope outlined in this call for proposal; (score 1-5)			
	9. Does the proposal contain specific measures (indicators) to track the progress of project? (score 1-5)			
	10. Does the project consider the involvement and contribution of different stakeholders and clearly define he role of each? (score 1-5)			
	11. Does the proposal contain specific added-value elements, such as the promotion of gender equality and equal opportunities,(including people with disabilities, minorities and indigenous peoples) or innovation and best practices? (score 1-5)			
Proposal Impact to the betterment of the thematic area	12. Is the proposal likely to bring improvements / change in the justice sector in term of policy making at local, regional and national level; (score 1-5)			
	13. How is the project promoting improvement for the community in targeting area and/or linkage with existing services/activities (score 1-5)			
Community Participation and awareness	14. Does the project promote community mobilization and participation ? (score 1-5)			
	15. Does the project promote engagement of civil society in the justice reform? (score 1-5)			
	16. Does the project promote public awareness on law matters (including the legal framework affected by the justice reform(score 1-5)			

Visibility of the action	17. Has the applicant presented how to ensure the project visibility? (score 1-5)			
Budget and cost-effectiveness of the action	18. Are the activities appropriately reflected in the budget and is the ratio between the estimated costs and the expected results satisfactory? (score 1-5)			
Total score (out of 100)			/100	

***Scoring guidelines:** This evaluation grid is divided into **sections** (criteria) and **subsections** (explanation of the criteria). Each subsection must be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Annex VII Project Application Form

Please read and fill in this form carefully. This format and the information it must contain are required for each proposal. Applications that do not stick to this format or lack the required information run the risk of getting disqualified right away.

1. General Information

Title of The Project	<i>The title of The Project should be short, concise and refer to the main objectives or activities of project</i>
Lots	<input type="checkbox"/> LOT1 <input type="checkbox"/> LOT2 <input type="checkbox"/> LOT3
Name of the applicant	<i>Official name of your organization in Albanian and English</i>
Target project area	<i>The area where The Project will be implemented</i>
Thematic focus	<i>Please refer to the priority Actions and Activities listed in the Call for proposal</i>
Beneficiaries	<i>Provide information about the beneficiaries of your project (type of groups, age) and quantify it</i>
Full address of the applicant(s) - Postal Address - Telephone - Fax - E-mail - Webpage	
Contact person - Position - E-mail: - Telephone:	
Total budget	<i>Budget requested for this Sub Grant scheme- call for proposal. NOTE Project duration fall within 6 months and 12 months (LOT1 and LOT2) or between 18 months and 24 months (LOT3)</i>
Duration of the project	<i>NOTE Project duration fall within 6 months and 12 months (LOT1 and LOT2) or between 18 months and 24 months (LOT3)</i>
Application date	

2. Project description:

Make a brief description of your application by stating your request clearly and accurately. (Include information regarding the sector of focus, objectives, major activities, required funding, and the name/description of the area where the physical presence of the fund will be).

3. Project justification / Relevance

- Describe the current situation. Write down the needs and problems that must be solved through the required fund. (provide statistic data if possible);
- Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans;
- Refer how the project will promote community participation/public awareness
- Describe the relevance of the action to the objective(s) and priority (ies) of the call for proposals. Please try to give detailed explanation

4. Description of the target group:

- Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs;
- Give a description of each of the target groups and final beneficiaries (quantified where possible).

5. Goal and specific objectives:

What do you expect to achieve through this project? Please list and explain

- Project Overall Objective (goal)
- Project Specific Objective:

6. Expected results:

Explain the specific results expected, stating how the project will improve the situation of the target groups and final beneficiaries. Please list and explain the result of your project:

- Result 1
- Result 2
- Result 3

7. Detailed description of project activities:

Identify and describe in detail each activity to be undertaken to produce results, justifying the choice of activities and specifying the role of your organization and other stakeholders. Please list and explain the activities of your project, by lining them per each result mentioned above:

Result 1

- Activity 1.1
- Activity 1.2
- Activity 1.3

Result 2

- Activity 2.1
- Activity 2.2
- Activity 2.3

8. Methodology (Large-size and medium grants proposed actions only):

- The methods of implementation and rationale for such methodology;
- The procedures for follow up and internal/external evaluation;
- The role and participation in the action of the various actors and stakeholders, target groups, authorities, etc.);
- The organizational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);

9. Visibility Plan(Large-size and medium grants proposed actions only):

Please explain how to ensure the visibility of the action

10. Activity plan:

- Duration and indicative action plan for implementing the action. For easy reference you may use a table as follow

	Month1	Month2	Month3	Month4	Month5	Month6	
Activity 1.1							
Activity 1.2							
Activity 1.3							

11. Logical framework (large-size and medium grants proposed actions only):

- Fill in the Logical framework in the Annex VIII

12. Project sustainability (large-size and medium grants proposed actions only):

- Describe the expected impact of the action with quantified data where possible (Will it lead to improved legislation, codes of conduct, methods, etc.?);
- Provide a brief risk analysis and contingency plan, including a range of risk types;
- Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc.

13. Budget

- Fill the budget form in Annex IX, only cost required for this call should be included

14. Information about the applicant:

- Describe briefly and clearly internal structure of your organization; your financial system and the management structure; experience in implementing other projects mentioning the project title, period, time, amount and donor (Organization's CV, if any).
- Please also provide a short profile of each project staff foreseen to be involved during project implementation.

Annex VIII Project Abstract

(Small grant only)

This abstract must be filled in English in case of Small Grants (LOT1).

Title of The Project	<i>The title of The Project should be short, concise and refer to the main objectives or activities of project</i>
Lots	<input type="checkbox"/> LOT1
Name of the applicant	<i>Official name of your organization in Albanian and English</i>
Target project area	<i>The area where The Project will be implemented</i>
Thematic focus	<i>Please refer to the priority Actions and Activities listed in the Call for proposal</i>
Beneficiaries	<i>Provide information about the beneficiaries of your project (type of groups, age) and quantify it</i>
Full address of the applicant(s) - Postal Address - Telephone - Fax - E-mail - Webpage	
Contact person - Position - E-mail: - Telephone:	
Total budget	<i>Budget requested for this Sub Grant scheme- call for proposal. NOTE Project duration fall within 9 months and 12 months (LOT1)</i>
Duration of the project	<i>NOTE Project duration fall within 9 months and 12 months (LOT1)</i>
Application date	
Project description	
Description of Objectives and results	
Description of activities	

Annex IX Project Logical Framework (Large and Medium Grants only)

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	<p>Please list them and number them</p> <p>What are the overall broader objectives to which the action will contribute?</p> <p>1. Title of objective 1 2. Title of objective 2</p>	<p>OOI.1 Please indicate a target value for each indicator to this column whenever possible</p> <p>What are the key indicators related to the overall objectives (to show the project's contribution to the goal?) –</p>	<p>Please list the sources of verification for each indicator</p> <p>What are the sources of information for these indicators?</p>	
Specific objective	<p>What specific objective to the action is intended to achieve to contribute to the overall objectives?</p> <p>- The title of the specific objective</p>	<p>Which indicators clearly show that the objective of the action has been achieved</p> <p>SO. Indicator 1. Target value</p> <p>SO. Indicator 2. Target value</p>	<p>What are the sources of information that exist or can be collected to show what progress is being made towards reaching the objective?</p> <p>What are the methods required to get this information?</p>	<p>Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve that objective? (external conditions)</p> <p>Which risks should be taken into consideration?</p>
Expected results	<p>Results are the outputs/outcomes helping to achieve the specific objective (within the control of project management). What are the expected results?</p> <p>R1-Title of Result 1</p> <p>R2-Title of Result 2</p>	<p>What are the indicators to measure whether and to what extent the outputs are being delivered and the action achieves the expected results:</p> <p>Please list the indicators for each results as follows:</p> <p>- Indicator 1. Target value 1 (R1)</p> <p>- Indicator 2. Target value 2 (R2)</p>	<p>What are the sources of information for these indicators?</p> <p>Ex: Source 1 (Indicator 1,2,3,4)</p>	<p>What external conditions must be met to obtain the expected results on schedule</p>
Activities	<p>These are the sequential steps necessary to achieve a result. They are the tasks to be carried out according to each result. The activities must be numbered in sequence according to the relevant result.</p> <ul style="list-style-type: none"> - Activity for R1 - Activity for R2 			

Annex X Budget Application Form

Budget Application Form	Project Duration (____)			
Costs	Unit	# of units	Unit value (EUR)	Total Cost (EUR)
1. Human Resources				
<i>Subtotal Human Resources</i>				
2. Travel				
<i>Subtotal Travel</i>				0.00
3. Equipment and supplies				
<i>Subtotal Equipment and supplies</i>				0.00
4. Local office				
<i>Subtotal Local office</i>				
5. Other costs, services				
<i>Subtotal Other costs, services</i>				
6. Other				
Subtotal Other				
7. Total (1 + 6)				

ANNEX XI Public Evaluation Report

Results of Call for Proposal- Round XX for Sub Grantees

Project **full name:** YYY

Project XXX, co-funded from the European Union's under grant agreement No XXX, launched an open call for Proposal (call ID ref XXX) for CSOs recipient for finance support. The call closed on XXX.

A total of XXX proposals were received for this call. XXX proposal successfully passed the first Administrative and Eligibility check.

XXX proposals will receive funding for a total amount of XXX EUR.

The evaluation and selection has been completed. All proposers have been informed about the evaluation results for their proposal for financial support.

A Recommended list and Non Recommended lists have been drafted per each LOT. This lists are made up of the proposals obtaining the best scores, ranked by order, within the limits of the funds available under the call for proposals. A proposal can be re-selected from the *Recommended lists* to be funded, in case other candidates within the withdrawing from their places, or in case of further budget availability at the issue of the negotiation process

Call information

The call was published on project XXX's website (URL XXX) and XXX

Please add any other location where the call was published (if any) or any other relevant information.

Response to the call in detail

	Number of proposal total	Lot1-small grant	Lot2- med. Grants	Lot3-Large grants
Proposal received				
Proposal eligible				
Proposal selected				

List of selected proposal

CSOs (only progressive number)	Final score	Lot

ANNEX XII Final Evaluation Report

1.1 Administrative/Eligibility/Vetting Assessment team meetings:

	Date	Time
Meeting 1		
Meeting 2		
Meeting 3		

1.2 Proposals Evaluation Committee meetings:

	Date	Time
Meeting 1		
Meeting 2		
Meeting 3		
Meeting 4		
Meeting 5		

2. Participants

2.1 Administrative/Eligibility/Vetting Assessment

Name	Representing	Role
		Chairperson
		Member
		Member

2.2 Proposals Technical Evaluation Committee:

Name	Representing	Role
		Chairperson
		Member
		Member
		Member

3. Evaluation

- 3.1 Check that the deadline for submission of applications has been met
- 3.2 Check that the checklist has been duly completed

The completed administrative checklists (Annex II) for each of the applications submitted by the deadline are attached, providing information on the CSOs with missing documents and the compliance process.

Conclusions on administrative compliance

- 3.3 The Technical Evaluation process

The Project Evaluation Committee (PEC) used the Intensive/Technical Assessment format to assess the quality of the full applications, including the budget and the capacity of the applicants.

The PEC finalised the evaluation and established a list of proposal ranked according to the total scores obtained.

The applications obtaining the lowest scores (under 50 points) were considered “rejected” and are also listed below as *Non Recommended proposals*.

The evaluation grids of all the full applications examined are annexed to this report.

4. Conclusions

Annex III, Intensive/Technical Assessment, provides detailed information on all the applications and their scoring.

- 4.1 Applications recommended for provisional selection

Giving the amount of the grant requested and available, the following applications are recommended for provisional selection:

5. Signatures

	Name	Signature
Chairperson		
Evaluator 1		
Evaluator 2		
Evaluator 3		

Approved by the Contracting Authority:

Name & Signature:

Date:

**Annex XIII
Declaration by the Applicant**

The applicant, represented by the undersigned, being the authorized signatory of the applicant, in the context of the present call for proposals in the proposed action, hereby declares that

- The applicant has sufficient financial and organizational capacity to carry out the proposed action or work programme;
- The applicant certifies the legal status of the applicant as reported in this Application;
- The applicant have the professional competences and qualifications specified in this Application;
- The applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
- The applicant is not in any of the situations excluding them from participating in contracts. Furthermore, it is recognized and accepted that if the applicant participate in spite of being in any of these situations, they may be excluded from other procedures;
- The applicant is in a position to deliver immediately, upon request, the supporting documents stipulated in this Application.
- the applicant is eligible in accordance with the criteria set out in the Application;
- If recommended to be awarded a grant, the applicant accepts the contractual conditions;
- The applicant is aware that, for the purposes of safeguarding the financial interests of the EU, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.
- The applicant is fully aware of the obligation to inform without delay the Sub Grants Authority to which this application is submitted if the same application for funding made to other European Commission projects, European Union institutions or any other institutions (local, national or international) has been implemented/approved by them after the submission of this grant application.

The applicant acknowledges that if found guilty of misrepresentation of any of the above, it may be subject to immediate cancellation of the application.

Signed on behalf of the applicant

Name	
Signature	
Position	
Date	