**Application form – ERRIN Facility**

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| 1. **APPLICANT DETAILS**
 |
| 1. **ERRIN Member state**
 |
| [type text] |
| 1. **Name of public body**
 |
| [type text] |
| 1. **Address**
 |
| [type text] |
| 1. **Person responsible for managing the action**
 |
| Name: |  |
| Function: |  |
| Telephone: |  |
| Email: |  |
| 1. **Contact person for the action (if different from previous)**
 |
| Name: |  |
| Function: |  |
| Telephone: |  |
| Email: |  |
| 1. **Legal representative**
 |
| Name: |  |
| Function: |  |
| Telephone: |  |
| Email: |  |
| 1. **Financial information**
 |
| Accounting standards used (IAS, IFRS, others, etc.) |  |
| Is the organisation subject to a tax exemption? | *If so please detail (no more than 200 words)* |
| [type text] |
| Is the organisation auditable? | *If no please explain (no more than 200 words)* |
| [type text] |
| Does the organisation have any past experience(s) with managing EU funds? | *If so, please explain (no more than 200 words)* |
| [type text] |
| Indicate any relevant financial management information that can impact the implementation of the action. | *E.g. bank accounts in currencies other than EUR, exchange rate policies diverging from the foreseen contractual provisions.* |
| [type text] |
| 1. **CO-APPLICANTS INVOLVED IN THE ACTION (IF APPLICABLE)**
 |
| 1. **Co-Applicant 1 [[1]](#footnote-1)**
 |
| Name of the organisation |  |
| Address |  |
| Legal status of the organization |  |
| Contact person for the action | Name: |  |
| Function: |  |
| Telephone: |  |
| E-mail address: |  |
| 1. **DESCRIPTION OF THE ACTION**
 |
| 1. **Title of the Action**
 |
| [type text] |
| 1. **Location of the action**
 |
| *Please mention the country(ies) and if possible decentralised levels (regions, municipalities)* *where the action will be implemented.*  |
| [type text] |
| 1. **Duration of action implementation period**
 |
| *Please indicate the start and foreseen end of the project (month/year).* |
| [type text] |
| 1. **Context**
 |
| *Please describe the problem / opportunity that the project wants to address.*  |
| [type text] |
| 1. **General and specific objectives**
 |
| *Please describe the general and specific objective(s) of the action. Where possible, define quantitative targets.*  |
| [type text] |
| 1. **Description of activities**
 |
| *Please describe in details the main activities required to ensure timely, relevant and result-oriented implementation of the proposed action and the actors involved in the implementation.* *Please relate each activity to the general and specific objectives listed above.* |
| [type text] |

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| 1. **Timeframe**
 |
| *Please indicate in the table below (by grey-shading the relative cell) in which month each activity will take place and by which body it will be implemented. Please delete/add columns for individual months as needed, depending on the proposed duration of the action. Please also indicate the month in which meetings are foreseen or reports are due.* |
| **Activity** | **Months** | **Implemented by**  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |
| **Activity a** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity b** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity c** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Meetings / Reports[[2]](#footnote-2)** |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| 1. **Expected results**
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| *If applicable: please describe the expected quantitative output of the project in terms of number of persons informed or assisted.* |
| [type text] |
| 1. **Sustainability of results**
 |
| *Please explain how the expected results will contribute to achieving the action’s general and specific objectives, and what their longer term impact will be.* *Please elaborate as well on the sustainability/replicability/dissemination of the results.* |
| [type text] |
| 1. **Implementation methodology**
 |
| *Please describe the methodology to be used to implement the proposed action, covering all the aspects below.*ORGANISATIONS INVOLVED AND INTERNAL COOPERATION * *List and description of all bodies that will be involved in the action implementation.*
* *Information on their roles within the action implementation.*
* *Information on cooperation modalities foreseen during the action implementation among all involved actors, including rights and obligations of individual bodies, coordination and control mechanisms, archiving and transfer of original documents to the Applicant, reporting obligations and use of EC-official exchange rate to report foreign currency.*

ACTION STAFF* *List all staff profiles that will be involved in the action, such as action manager, action assistant, experts, etc. For each profile describe its tasks. If a profile is involved only in certain activities, specify them here. Include also information to which body the given profile belongs (or if it is an external actor and how he/she will be chosen). Specify the share of working time devoted to the implementation of the action. If this share (or its part) represents in-kind contribution, please specify it here.*

 EXTERNAL COOPERATION (If applicable)* *Information on foreseen cooperation with and participation in other coordination mechanisms.*
* *Information on planned coordination with the implementing bodies of other relevant actions/projects.*

SUBCONTRACTING* *List all planned subcontracts, justifying the necessity for certain activities to be subcontracted. For each planned subcontract include a list of services to be subcontracted, the procedure to be followed for the choice of the subcontractor and the body (Applicant/Co-Applicant) that will carry out the procedure.*
 |
| [type text] |
| 1. **Checklist on co-operation with co-applicants**
 |
| **Only to be filled in if co-applicants involved in the action** |
| Does your organisation (Applicant) have any past experience(s) with one or several Co-Applicant? | Please elaborate (no more than 200 words) |
| What kind of agreement is foreseen for cooperation with one or several Co-Applicants? | Please elaborate (no more than 200 words) |
| Specify the status of such agreement with the Co-Applicant number 1: | To be signed[ ]  | Already signed[ ]  |
| Specify the status of such agreement with the Co-Applicant number 2: | To be signed[ ]  | Already signed[ ]  |
| (please add if necessary) | To be signed[ ]  | Already signed[ ]  |
| Are the following aspects foreseen by the abovementioned agreements? |
| Clear repartition of activities | YES[ ]  | NO[ ]  |
| Clear reporting calendar and modalities | YES[ ]  | NO[ ]  |
| Clear definition of obligations and rights of the partners | YES[ ]  | NO[ ]  |
| Use of EC official exchange rate to report foreign currency | YES[ ]  | NO[ ]  |
| Archiving policy and transfer of the original documents to the applicant | YES[ ]  | NO[ ]  |
| Audit liability and verification of the Co-Applicants by Applicant | YES[ ]  | NO[ ]  |
| Processes to ensure GDPR compliance | YES[ ]  | NO[ ]  |
| 1. **Communication and visibility**
 |
| Describe here how the visibility of EU and ERRIN will be ensured and include information on all communication and visibility activities foreseen during the action.The corresponding rules are included in the Dutch AMIF-visibility rules. |
| [type text] |

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| 1. **Summary of the Action**
 |
| *Please summarise the proposed action by using the logframe table below. Each activity should be linked to a general and specific objective. For each activity outputs, outcome and impact should be indicated. Monitoring tools used to report on the progress / implementation of the action should also be listed.* |
| **General objective** | **Specific objectives** | **Activities** | **Output[[3]](#footnote-3)** | **Outcome[[4]](#footnote-4)** | **Impact[[5]](#footnote-5)** | **Monitoring tools[[6]](#footnote-6)** |
|  | [Specific objective 1] |  |  |  |  |  |
|  |  |  |  |  |
| [Specific objective 2] |  |  |  |  |  |
|  |  |  |  |  |
| [Specific objective 3] |  |  |  |  |  |
|  |  |  |  |  |

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| 1. **EU ADDED VALUE**
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| 1. **ERRIN Members supporting and contributing to the action**
 |
| Please list the ERRIN Members that support the action and describe how they will contribute to the implementation of the action.If commitment from non-ERRIN Members, please mention them here as well. |
| [type text] |
| 1. **Complementarity with other initiatives**
 |
| Please specify here how your action will complement other initiatives in the same location and area of intervention (if applicable). Please include both national initiatives and initiatives implemented by external actors, with special focus on EU funded ones.Please include also information if this grant would be linked to implementation of another action/programme and if so, please explain. |
| [type text] |
| 1. **Contribution of the action to the objectives of ERRIN**
 |
| *Please specify here how your action will contribute to the objectives of ERRIN as described in the work-plan, especially focusing on 1) innovation and 2) development of common practices.*  |
| [type text] |
| 1. **BUDGET**
 |
| 1. **Total estimated cost**
 |
| Total estimated costs in EURO: |  |
| Requested contribution: |  |
| 1. **SIGNATURE**
 |
| **Date, name and signature of the legal representative of the applicant** |
|  |
| **Please submit a signed PDF copy per email to ERRIN (****errin@returnnetwork.eu****)**  |

1. Add as many sections for Co-Applicants as necessary. If any of the Co-Applicants is a private law body, the document “Financial Information Form for Private-law Co-applicants” included in the application package available on ERRIN workspace in EMN-IES needs to be filled in for each of them. [↑](#footnote-ref-1)
2. K: Kick-off meeting; M: Meeting; C: Conference; R: Report (as required). [↑](#footnote-ref-2)
3. List here tangible/quantifiable elements delivered by the action. Example: number of e-learning platforms, number or participants, number of training facilities; trainings, trainees; number of workshops; etc. [↑](#footnote-ref-3)
4. List here the direct, most immediate effects of the action which will be obtained at medium term. Example: the set-up of an e-learning tool for data collection would lead to centralised data management. [↑](#footnote-ref-4)
5. List here the broader, long-term change which will stem from the action. Example: the setting-up of an e-learning platform would eventually reduce the costs for training staff due to the existence of a remote tool. [↑](#footnote-ref-5)
6. List here all means used to monitor and report on the progress/implementation of each activities. Example: minutes of a meeting, progress report, training material, communication tools, etc. [↑](#footnote-ref-6)