

## Contracting Authority: Expertise France

### Innovations for climate smart agriculture at small holders scale in West Africa - GCCA + West Africa (GCCA + WA)

### Grant Application Form

Reference: **GCCA+AO-2020-APP02**

Deadline for Submission of Summary Notes

**28 June 2020-23H59 UTC**

In order to reduce expenses and waste, we strongly advise you not to use binders or plastic dividers.  
Please also use double-sided printing if possible.

Title of the Action :	
Field of intervention of the action:	<specify field 1, 2 or 3, also indicating the name of it>
Location (s) of the Action:	<specify the country, region (s), city (s) or zone (s) that will benefit from the action>
Name of the Principal Applicant	
Nationality of the Principal Applicant	<b>Note (to be deleted):</b> The statutes of the organization must demonstrate that it was established under the domestic law of the country concerned and that its head office is located in an eligible country. Any organization established in another country can not be considered as an eligible local organization. See footnotes to the guidelines for the call.



INTRA-ACP GCCA+ PROGRAMME An initiative of the ACP Group of States funded by the European Union's European Development Fund

File n°	
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(For internal use only)

Record Number of on going Legal entity / contract (if available) <sup>1</sup>	
Legal Status <sup>2</sup>	
Co-Applicant <sup>3</sup>	< Name; EuropeAid identification number; Nationality and date of creation; Legal form of the company. Relationship with the principal applicant>
Affiliated Entities <sup>4</sup>	<Name; EuropeAid identification number; Nationality and date of creation; Legal form of the company. Relationship with Principal Applicant or co-applicant>

Contact information of the Principal Applicant in the framework of this action	
Address:	
<b>Postal Address:</b>	
<b>Phone Number :</b> (Landline and cell phone) country code + city code + number	
<b>Fax Number:</b> Country Code + City Code + Number	
<b>Contact Person for this Action:</b>	
<b>Email Address of the Contact Person:</b>	
<b>Address :</b>	
<b>Website of the Principal Applicant:</b>	

**Any changes to addresses, telephone numbers, fax numbers and E-mail addresses must be notified in writing to the Contracting Authority. The Contracting Authority will not be held accountable in case they cannot come into contact with the applicant.**

<sup>1</sup> If a principal applicant has already signed a contract with the European Commission and / or has been informed of the Legal Entity File Number. If not, write "N / A".

<sup>2</sup> For example, non-profit organization, government agency, international organization.

<sup>3</sup> Use one line for each co-applicant.

<sup>4</sup> Use one line for each affiliated entity.

## MEMO

***How to adapt this application form template?***

**When you see <...>, enter the information about the particular call for proposals.**

**All other parts of these standard instructions must not be modified by any means. Do not forget to delete this paragraph, any highlighted text in yellow and all brackets in the final version**

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# SECTION A. SUMMARY NOTE

## 1 INSTRUCTION FOR THE DEVELOPMENT OF THE SUMMARY NOTE

Please note that in case of a restricted tender, only the Summary Note will be submitted in the first phase (not the full application).

If there is no specific template for the Summary Note, the Principal Applicant must ensure that the text:

- Does not exceed 4 pages (A 4 format) in Arial 10 font with margins of 2 cm, single spacing (not including action summary and references) ;
- Provides the information requested in the items below, in the order requested and in proportion to the materiality (see evaluation grid included in the Guidelines for Applicants);
- Provides complete information (as the evaluation will be based only on the information provided).
- Is written as clearly as possible in order to facilitate its evaluation.

### 1.1. Summary of the Action<sup>5</sup>

Please complete the table below, which should not exceed 1 page.

Title of the Action :	
Area of Intervention	<input type="checkbox"/> <b>Area 1 - FARMS</b> <input type="checkbox"/> <b>Area 2 - TERROIRS</b> <input type="checkbox"/> <b>Area 3 – SECTORS</b>
Location (s) of the action: Specify the country and region (s) that will benefit from the action	
Total period of the action (months):	
EU contribution requested (amount)	EUR
EU contribution requested as a percentage of the total eligible costs of the action (for information purposes) <sup>6</sup>	%
Total indicative budget	EUR
Objectives of the action	<Overall Objective> <Specific Objective(s): >
Target groupe(s) <sup>7</sup>	

<sup>5</sup> The cover page conforming to the template on page 1 will also be attached.

<sup>6</sup> If applicable, add a% of total accepted costs.

<sup>7</sup> "Target groups" are the groups / entities that will directly benefit from the action at the action objective level.

Final beneficiaries <sup>8</sup>	
Expected results	
Main activities	

## 1.2. Description of the Action (max 2 pages)

Please provide all the following information:

- i. A presentation of the framework for the preparation of the action, particularly in the sectoral / national / regional context (including the main challenges) of the fight against climate change. Mention specific analyses / studies carried out to inform the concept (context analysis).
- ii. A description of the objectives of the action in the table in 1.1.
- iii. A description of the main stakeholders, their attitude towards the action and any consultation held.
- iv. A brief description of the intervention logic in which the action takes place, indicating the results, the outcome (s) and the expected impact and highlighting the main risks and assumptions concerning them, as well as the innovative character of the project
- v. A brief presentation of the nature of the proposed activities, containing a description of the links / connections between groups of activities.
- vi. A presentation of the capitalization mechanism and dissemination of project results, and the means envisaged.
- vii. An explanation of how the action will integrate cross-cutting issues such as human rights<sup>9</sup>, gender equality, democracy, good governance, support for youth, children's rights, environmental sustainability<sup>10</sup>.

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<sup>8</sup> The "final beneficiaries" are those who will benefit from the long-term action at the levels of society or larger sector.

<sup>9</sup> Include people with disabilities For more information, see the "Guidance Note on Disability and Development" at [https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff\\_en](https://ec.europa.eu/europeaid/disability-inclusive-development-cooperation-guidance-note-eu-staff_en)

<sup>10</sup> Consult the guidelines for environmental integration at [https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment\\_en](https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en)

<sup>11</sup> Consult the guidelines for environmental integration at [https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment\\_en](https://ec.europa.eu/europeaid/sectors/economic-growth/environment-and-green-economy/climate-change-and-environment_en)

### **1.3. Partnership logic (0.5 page)**

Please provide all the following information:

- i. A justification of the the selection of the co-applicants for the implementation of the action. As a reminder, the lead applicant must act wuth at least one co-applicant of a differnet kind from his own.Partneering wit at least one co-applicant is compulsory under the action. Proposal by single applicants are not eligible. The consortium must necessarily be composed with at least two applicants of different category. In other words the consortium must be constituted at least by a lead applicant and one co-applicant, and at minimum the two actors must be of differenent categories. For example, the lead applicant is an NGO, and the co-applicant a research institute (in accordance with heading 2.1.1 of the guidelines)
- ii. An indication of how the partnerships envisaged within the framework of the project are likely to strengthen the implementation of the action and promote the achievement of the expected results.

### **1.4 Benefit of the action (max 2 pages)**

#### **1.4.1 Relevance to the specific objectives / sectors / themes / priorities of the call for proposals**

Please provide **all** the following information:

- i. A description of the relevance of the action to the objectives and priorities of the call for proposals, and the detailed and well-argued description of the project's link with climate change (additionality);

#### **1.4.2 Relevance to the specific needs and constraints of the target country (s), region (s) and / or sectors (synergy with other development initiatives and absence of duplication).**

Please provide **all** the following information:

- i. A clear explanation of the pre-project situation in the country (ies), region (s) and / or sectors (including, as far as possible, quantified data analysis).
- ii. A detailed analysis of the problems to be dealt with and their interrelations at all levels;
- iii. A reference to any important national, regional and / or local project related to the action and describe how it will relate to the action;
- iv. If the action is sequel to a previous action, a clear indication of how it intends to tap into the activities / results of that previous action while keeping its innovative nature. Refer to the main conclusions and recommendations of all evaluations performed.
- v. If the action is part of a larger program, please describe clearly how it is integrated in/ coordinated with this program or any other planned project. Please indicate the potential synergies with other initiatives, in particular those of the European Commission.
- vi. Explain complementarity with other EU-supported initiatives, including AMCC+ / GCCA + country programs and other donors (Member States and others).

#### **1.4.3 Please describe and define the target groups and final beneficiaries, their needs and constraints and how the action will meet these needs**

Please provide all the following information in table format as in in the model below (NB add as many lines as needed) ::

- i. A description of each of the target groups and final beneficiaries (quantified data if possible), including selection criteria;

- ii. A description of the needs and constraints (including capacity constraints) specific to each of these target groups and final beneficiaries;
- iii. A demonstration of the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.
- iv. A description of any participatory process involving the participation of target groups and final beneficiaries.

<b>Target group</b>	<b>Description of specific needs and aconstraints</b>	<b>Planned impact on the target group</b>	<b>Modalities for inclusion of the target group in the project</b>

## 2 EXPERIENCE OF ACTORS

### 2.1. Experience of the Principal Applicant

Please provide a detailed description of actions in the same sector which have a scale equivalent to that of the project under which a grant is requested, carried out by your organization over the last three years.

- These actions must detail both the technical implementation of the activities, the management of the administrative and financial components, and the monitoring of the M&E and capitalization system.
- These actions should also highlight the coordination experience of the Principal Applicant on past or current action (s). As far as possible, the completed actions must be attested by a certificate of good execution from the donor.
- At least one of these actions must demonstrate the principal applicant's experience in project implementation in partnership with one or more actors of different types.

**Maximum 1 page per action, within the limit of 3 actions.**

Name of the Principal Applicant:					
Project Title :		Sector :			
Location of the action	Cost of the action (EUR)	Role in the action: Coordinator, co-beneficiary, affiliated entity	Donors as part of the action (name) <sup>11</sup>	Donor's Contribution	Dates (from dd/mm/aay y to dd/mm/yyyy)
...	...	...	...	...	...
Objectives and results of the action					

### 2.2. Experience of co-applicant(s)

Please provide a detailed description of the actions in the same sector and of equal magnitude as the project under which a grant is requested, conducted by the co-applicant(s) in the last three years .

**Maximum 1 page per action within the limit of 3 actions per co-applicant.**

<b>Name of the co-applicant:</b>					
<b>Project Title :</b>		<b>Sector :</b>			
<b>Location of the action</b>	<b>Cost of the action (EUR)</b>	<b>Role in the action: Coordinator, co-beneficiary, affiliated entity</b>	<b>Donors as part of the action (name)<sup>12</sup></b>	<b>Contribution (of the donor)</b>	<b>Dates (from dd/mm/yyyy to dd/mm/yyyy)</b>
...	...	...	...	...	...
<b>Objectives and results of the action</b>					

### SUMMARY CONCEPT NOTE CHECKLIST

GCCA+AO-2019-APP01 - INNOVATIONS FOR A SMART FAMILY FARMING TO ADDRESS CLIMATE CHANGE IN WEST AFRICA - GCCA+ AO

<b>ADMINISTRATIVE INFORMATION</b>	<b>To be completed by the Principal Applicant</b>
<u>Name of principal applicant</u>	
<b>Country and date of registration<sup>13</sup></b>	
<b>Record Number of legal Entity<sup>14</sup></b>	
<b>Legal Status<sup>15</sup></b>	
<u>Co-applicant<sup>16</sup></u>	
<b>Name of /co-applicant/s</b>	
<b>Country and Date of Registration</b>	
<b>Sheet Number of legal Entity (if available)</b>	
<b>Legal Status</b>	
<u>Affiliated Entities<sup>17</sup></u>	

<sup>12</sup> If the donor is the European Union or an EU Member State, please indicate the budget line of the Union, EDF or Member States of the European Union.

<sup>13</sup> For organizations.

<sup>14</sup> If the principal applicant has already signed a contract with the European Commission.

<sup>15</sup> For example, government agency, non-profit organization or international organization.

<sup>16</sup> Add as many lines as there are co-applicants.

<sup>17</sup> Add as many lines as there are affiliated entities.

**Name of Affiliated Entity**

**Country and Date of Registration**

**Legal Status :**

**Specify to which entity you are affiliated (the Principal Applicant and / or co-applicants).**

**Specify the type of affiliation that links you to this entity.**

BEFORE SENDING YOUR SUMMARY NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW IS COMPLETELY FULFILLED AND THEN TICK THEM AS YOU GO ALONG.	Tick the items below	
	Yes	No
Title of the proposal :		
<b>SECTION 1 (ADMINISTRATIVE)</b>		
1. The instructions on the Summary Note have been applied.		
2. The declaration of the Principal Applicant is completed and signed.		
3. The proposal is written in English, French or Portuguese.		
4. The submission email indicates the reference number and the the labeling of the call for proposals, the country concerned by the action, the area of intervention, the complete name and address of the lead applicant. The email is indeed sent to <a href="mailto:app2.gccaplus.ao@expertisefrance.fr">app2.gccaplus.ao@expertisefrance.fr</a> Reminder: email must be sent before 25/06/2020 at 2359 HRS (UTC)		
<b>SECTION 2 (ELIGIBILITY)</b>		
6. The lead applicant is a non-profit legal person.		
7. The lead applicant belongs to one of the following categories: Non-governmental organization (including farmers' organizations and civil society organizations), local government or local authority.		
8. Applicants are settled in an ECOWAS Member State, Chad or Mauritania or in an European Union Member State.		
9. The lead applicant has at least one co-applicant of a different nature from its own.		
10. The lead applicant has at least demonstrated experience in coordinating a project (including the administrative and financial management, M&E and capitalization components) of similar size and in the same sector.		
11. The lead applicant has at least demonstrated experience in implementing a project in partnership with an eligible actor of a different nature than that of the lead applicant.		
12. The action will be implemented in only one of the eligible countries.		
13. The action concerns only one of the areas of intervention.		
14. The action will last between 12 months and 20 months (the minimum and maximum permitted periods).		
15. The required contribution is between the minimum and the maximum permitted periods.		
16. The minimum and maximum % of co-financing allowed is respected.		
17. The budget envelope presented allocates a minimum share of 15% to the capitalization and result dissemination activities, including monitoring and evaluation.		
18. The checklist and the lead applicant's declaration were completed and sent together with the Summary Note.		



## STATEMENT OF THE PRINCIPAL APPLICANT (SUMMARY NOTE)

The principal applicant, represented by the undersigned as the signatory authorized by the Principal Applicant and, in the context of this request, representing the co-applicant (s) and affiliated entity (ies) in the proposed action, declares what follows:

- The Principal Applicant has the sources of funding and professional skills and qualifications mentioned in point 2 of the Guidelines for Applicants;
- The Principal Applicant is committed to complying with the obligations laid down in the Affiliate Declaration of the Grant Application Form and the Principles of Good Partnership Practice;
- The Principal Applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant (s) and the affiliated entity (ies) and does not act as an intermediary;
- The Principal Applicant, the co-applicant (s) and the affiliated entity (ies) are not in any of the situations justifying their exclusion from the contracts listed in point 2.6.10.1 of the Practical Guide (available on the Internet at the following address: <http://ec.europa.eu/europeaid/prag/document.do>);
- In addition, they acknowledge and agree that the principal applicant, the co-applicant (s) and any affiliated entity (s) participating while in any of these situations, may be excluded from other procedures in accordance with the financial regulations in force;
- The Principal Applicant and each co-applicant and affiliated entity are able to provide immediately, upon request, the supporting documents referred to in point 2.4 of the Guidelines for Applicants;
- The Principal Applicant and each co-applicant and affiliated entity (if applicable) are eligible according to the criteria set out in points 2.1.1 and 2.1.2 of the Guidelines for Applicants;
- If they are recommended for the award of a grant, the Principal Applicant, the co-applicant (s) and the affiliated entity (ies) accept the contractual terms set out in the standard contract attached to the Guidelines for Applicants (Annex G) (or the Funding Agreement when the Principal Applicant is an organization whose pillars have been positively assessed by the European Commission);

We understand that if we participate while being in any of the situations set out in 2.6.10.1 of the Practical Guide or if it is established that false statements have been made or false information has been provided, we may be excluded from this procedure and be subject to administrative sanctions in the form of exclusion and financial penalties up to 10% of the total estimated value of the grant awarded and that this information may be published on the website of the Commission, in accordance with the financial rules in force. We are aware that, in order to ensure the protection of the EU's financial interests, our personal data may be communicated to the Internal Audit Services, the Rapid Detection and Exclusion System, the European Court of Auditors, the specialized authority on financial irregularities or the European Anti-Fraud Office.

Signed on behalf of the Principal Applicant

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

### 3 EVALUATION GRID FOR THE SUMMARY NOTE

(FOR USE OF CONTRACTING AUTHORITY ONLY)

	YES	NO
1. The deadline has been met.		
2. The Summary Note fulfills all the criteria specified in the checklist.		
Administrative compliance has been verified by: Date:		
<b>DECISION 1:</b> The committee decided to evaluate the Summary Note, which satisfied the administrative check.		
The Summary Note has been evaluated by: Date :		
<b>DECISION 2:</b> The committee decided to recommend the evaluation of the full application.		

## SWORN STATEMENT ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

*(Complete or delete the gray parts in italics in parentheses)*

[Choose an option for the gray parts in square brackets]

About grant application referenced GCCA+AO-2019-APP01

[The] undersigned *(name of the signatory of this form)*:

Acting in his own name *(in the case of a natural person)*

or

Acting as representative of the following legal person: *(Only if the economic operator is a legal person)*

Full official name:

Official legal form:

Full official address:

VAT registration number:

- declares [that the aforementioned legal entity] is not in a situation referred to in articles 45 and 48 of Order 2015-899 of 23 July 2015 and in particular in a situation where [ he] [she] [it]
- a) is in a state or is the subject of a bankruptcy, liquidation, judicial settlement or precautionary composition, cessation of activity, or is in any similar situation resulting from a proceeding of the same nature existing in national laws and regulations;
  - b) has been subject to a sentence pronounced by a judgment rendered by a competent authority of a Member State having the force of res judicata for any offense affecting his professional integrity;
  - c) has been professionally guilty of gross professional misconduct proven by any means which the contracting authorities can justify, including a decision of the European Investment Bank or an international organization;
  - d) has failed to meet its obligations pertaining to the payment of social security contributions or its obligations to pay taxes in accordance with the legal provisions of the country in which [he] [she] [it] is established or those of the country of the contracting authority or those of the country where the contract is to be implemented ;
  - e) has been subject to a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where the illegal activity affects the financial interests of the Union or any Member State;
  - f) is subject to an administrative penalty for misrepresentation in supplying the information required by the contracting authority for participation in a grant award procedure or another procurement process, or failed to provide such information, or for having been declared to be in serious breach of his/her/its obligations under contracts or grants financed by the budget of the Union or any Member State
- *(Only for legal persons other than Member States and local authorities, otherwise delete the reference)* declares that natural persons having the power of representation, decision or

control<sup>18</sup> over the above-mentioned legal entity are not included in the the situation referred to in points (b) or (e) above;

- declares [that the aforementioned legal person] [that [it]:
- g) Is not in a situation of conflict of interest with the market; a conflict of interest may arise in particular from economic interests, political or national affinities, family or emotional ties, or any other type of relationship or common interest;
  - h) Will inform the contracting authority without delay of any situation constituting a conflict of interest or likely to lead to a conflict of interest;
  - i) Has not consented, looked for, sought to get or agreed to, and undertakes not to consent, look for, seek to get, or accept, financial benefit or in kind, for or on behalf of any person where that benefit is an illegal practice or is a bribe, directly or indirectly, in the sense that it is a gratuity or reward related to the award of the contract;
  - j) Has provided accurate, honest and complete information to the contracting authority in the context of this procurement procedure;
- Recognizes [that the aforementioned legal person] [that] [it] may be subject to administrative and financial penalties if it is established that false statements have been made or that false information has been provided.

In the event of award of the contract, the following elements shall be provided upon request and within the deadline set by the contracting authority:

For the cases referred to in points (a), (b) and (e), a recent excerpt from the criminal record is required or, failing that, a recent equivalent document, issued by a judicial or administrative authority of the country of origin or provenance, showing that the requirements concerned are met. If the tenderer is a legal person and the national law of the country in which it is established does not provide for the provision of such proof for legal persons, these documents are required for natural persons, such as company managers or any person having the power of representation, decision or control of the tenderer.

In the case referred to in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide proof of payment of all taxes, duties and social security contributions of which the tenderer is liable, including VAT, income tax (natural persons only), corporation tax (legal persons only) and social charges.

With regard to the situations described in points (a), (b), (d) and (e), when a document referred to in the two paragraphs above is not issued in the country concerned, it may be replaced by a declaration under oath or, failing that, a solemn declaration made by the person concerned before a judicial or administrative authority, a notary or a qualified professional body of the country of origin or provenance.

If the tenderer is a legal person, information concerning natural persons having the power of representation, decision or control over that legal person must be provided only upon the request of the contracting authority.

Name, Surname

Date

Signature

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<sup>18</sup> That is to say, company directors, members of the management or supervisory bodies and natural persons holding, individually, the majority of shares.

## SECTION B. FULL APPLICATION FORM <sup>19</sup>

**To be completed only by applicants who receive an invitation to submit a complete application (at the time of the call)**

In order to reduce expenses and waste, we strongly advise you not to use binders or plastic dividers.  
Please also use double-sided printing if possible

### 1 GENERAL INFORMATION

Reference of the call for proposals	<Enter the reference for the call for proposals>
Title of the call for proposals	<Enter the title for the call for proposals >
Name of principal applicant	
Proposal number <sup>20</sup>	<Number>
Title of the action	
Location of the action	<specify the country and region (s) that will benefit from the action >
Duration of the action	
Area of intervention concerned	

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<sup>19</sup> The complete application consists of the full application form, the budget (Annex B) and the logical framework (Annex C).

<sup>20</sup> For restricted procedures only; When the Contracting Authority has evaluated the Summary Note, the principal applicant is informed of the decision and will receive a proposal number.

## 2 THE ACTION<sup>21</sup>

### 2.1. Description of the Action

#### 2.1.1. Description (13 pages maximum)

Please describe the proposed action and its interest, providing all the information requested below, referring to the general objective and the specific objective (s) (i.e the impact, outcome (s), outcomes, and possible intermediate results).

- Please give a brief description of the relevance of the action in relation to the specific objectives / sectors / themes / priorities of the call for proposals and the specific needs and constraints of the country (ies), region (s), in particular with regard to the fight against climate change (including synergy with other development initiatives, avoiding duplication).
- Please describe and define the target groups and final beneficiaries, as well as their needs and constraints and how the action will address those needs and improve their situation. Please describe the main stakeholders, their attitude towards the action and any consultations held. Please describe the technical and management capacities of the target groups and / or local co-applicants and affiliated entities.
- Please present the territory and the intervention logic, explaining how the activities will lead to the results, results to outcome (s)<sup>22</sup> and finally outcome (s) to the expected impact<sup>23</sup>, highlighting the main assumptions and risks over the course of this sequence of results.
- Please define and describe in detail each of the activities (or activity modules) planned to produce results, justifying the choice of activities and specifying the role of each co-applicant and affiliated entity (as well as associated companies, contractors or the beneficiaries of provided financial assistance, if applicable) in the activities. Do not repeat the action plan requested in 2.1.3, but demonstrate the consistency and internal rationale of the project design. List all the proposed publications.
- Indicate the main studies carried out regarding the definition of the action's scope.
- Describe / highlight any changes to the information contained in the Summary Note.

#### 2.1.2. Implementation Approach (5 pages maximum)

Please describe in detail:

- The implementation methods (including the main resources proposed) and the reasons behind the adoption of such a methodology and the innovative nature of the approach;
- In case the action pursues a previous action, describe how the action will build on the results of the previous action (indicate the main findings, strengths and recommendations of all the evaluations carried out) while maintaining its innovative nature;
- If the action is part of a larger program, please describe how it will be integrated in/ coordinated with this program or any other planned project (please specify potential synergies with other initiatives, including those of the European Union);
- The organizational structure and the team proposed for the implementation of the action (by position : it is not necessary to indicate the names of the persons);

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<sup>21</sup> Le comité d'évaluation se référera aux informations fournies dans la note succincte de présentation en ce qui concerne les objectifs et la pertinence de l'action.

<sup>22</sup> Outcomes refer to the effects of the action expected to achieve the specific objective (s) in the medium term.

<sup>23</sup> Impact refers to the effect of the expected long-term action which enables to achieve the overall goal.

- The role and participation in the action of the different actors and stakeholders (the co-applicant (s) and affiliated entity (ies), target groups, local authorities, etc.) and the reasons why this role was assigned to them;
- The monitoring and evaluation mechanisms planned, including the nature of the indicators to be evaluated;
- A presentation of the system of project results capitalization and dissemination, and the means envisaged;
- The planned internal / external evaluation processes: a baseline study and external final evaluation should be planned for all actions.
- The activities planned to ensure the visibility of the action and the EU contribution to the financing of it.

### **2.1.3. Indicative Work Program for the Implementation of the Action (max 4 pages)**

Applicants should not give a specific launch date for the implementation of the action, but they simply refer to "month 1", "month 2", etc.

It is recommended that the estimate of the duration of each activity and the action as a whole be based on the most likely duration and not on the shortest possible duration, taking into account all factors that may affect the implementation schedule.

The activities planned in the work program should correspond to those described in detail in Section 2.1.1. The implementing organization must be either the applicant or one of the affiliated entities, associated companies or subcontractors. Any month or intermediate period without activities must be included in the action plan and taken into account in the calculation of the total estimated duration of the action.

The work program for the first 12 months of implementation should be detailed enough to provide an overview of each activity's preparation and implementation. The action plan for each of the following years may be more general and should be limited to a list of the main activities proposed for those years. To this end, it should be divided into six-month periods (Note: A more detailed action plan for each subsequent year must be submitted before any new pre-financing payment is received under Article 4. 1 of the special conditions of the grant contract).

The work program should be set up in accordance with the following template:

Year 1													
	Semester 1						Semester 2						
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12	Implementing agency
Example	example												Example
Preparatory activity 1 (title)													Co-applicant and/or affiliated entity
Implementation activity 1 (title)													Co-applicant and/or affiliated entity
Preparatory activity 2 (title)													Co-applicant and/or affiliated entity
Etc.													

For the following years :										
Activity	Semester 3	4	5	6	7	8	9	10		Implementing agency
Example	Example									Example
Implementation activity 1 (title)										Co-applicant and/or affiliated entity
Implementation activity 2 (title)										Co-applicant and/or affiliated entity
Preparatory activity 3 (title)										Co-applicant and/or affiliated entity
Etc.										

#### 2.1.4. The sustainability of the Action (max. 3 pages)

Please provide **all** information requested below:

- Please describe the expected effects of the action on its target groups/beneficiaries using qualitative and quantitative data, if possible, at technical, economic, social and political levels (improvement of legislation, of codes of conduct, of methods, etc.?).
- Please provide a detailed risk analysis and contingency plan. They will include a list of the risks associated with each proposed action, accompanied by appropriate risk reduction measures. A good risk analysis should take into account a range of typical risks including physical, environmental, political, economic and social ones.

- Explain how the sustainability of the action will be ensured after its completion. These may include monitoring activities, integrated strategies, ownership processes, a communication plan, etc. Please differentiate between four types of sustainability :
  - a. Financial sustainability, for example, the funding of monitoring activities, sources of income to cover all future operation and maintenance costs.
  - b. Institutional sustainability: for example, structures enabling the results of the action to have an impact after its completion, capacity building, agreements and local "ownership" of the results of the action.
  - c. Political sustainability: for example, where relevant, structural impact (legislative improvement, compliance with frameworks, with codes of conduct or methods).
  - d. Environmental sustainability (if applicable): what will be the positive/negative impact of the action on the environment - are there conditions to prevent negative impacts on natural resources on which the action is based and on the natural environment in general?
- Please provide a dissemination plan and describe the possibilities for replication and extension of the results of the action (multiplier effects), for capitalizing on experience gained and for the sharing of knowledge, clearly indicating any planned dissemination channels.

### **2.1.5. Logical Framework**

Please fill-in Annex C<sup>24</sup> of the Guidelines for Applicants, following the instructions provided inside the document.

### **2.1.6. The budget, Amount Requested from the Contracting Authority and other Expected Sources of Funding**

Please fill-in Annex B of the Guidelines for Applicants, following the instructions provided inside the document, to provide information on:

- The budget of the action (sheet 1) for the total duration of the action and its first 12 months;
- The justification of the budget (sheet 2) for the total duration of the action, and
- Amount requested from the Contracting Authority and other sources of funding expected from the action for the total duration (sheet 3).

For further information, see the Guidelines for Applicants (points 1.3, 2.1.4 and 2.1.5.)

Please indicate below any in-kind contributions to be made (please specify), if applicable (maximum 1 page).

Please note that the cost of the action and the contribution requested from the Contracting Authority must be in euros and exclusive of tax.

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<sup>24</sup> L The annexes are available on the website of Expertise France: <http://www.expertisefrance.fr>.

### 3 THE PRINCIPAL APPLICANT<sup>25</sup>

<b>Name of the organisation</b>	
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#### 3.1. Details

<b>Contact details of the Principal Applicant as part of this action</b>	
<b>Number of Legal Entity Record<sup>26</sup></b>	
<b>Abbreviation</b>	
<b>Registration Number (or equivalent)</b>	
<b>Date of registration</b>	
<b>Place of Registration</b>	
<b>Official registration address</b>	
<b>Country of registration<sup>27</sup></b>	
<b>Website and e-mail address of the organisation</b>	
<b>Telephone number : country code + city code + number</b>	
<b>Fax number : country code + city code + number</b>	

**The Contracting Authority will be informed of any change of address, telephone number, fax number, e-mail address, etc. The contracting authority will not be held accountable in the event of any failure to contact the applicant.**

<sup>25</sup> Do not forget to send the forms with the organisation's details (Annex F) for the principal applicant, for each co-applicant and for each affiliated entity, along with the full application form.

<sup>26</sup> If the principal applicant has already contracted with the European Commission.

<sup>27</sup> For organisations.

## 4 THE CO-APPLICANT(S)

This section must be filled in for each applicant as described in point 2.1.1 of the Guidelines for applicants. This table must be replicated as many times as necessary to add co-applicants.

	Co-applicant n° 1
<b>Name of Organisation</b>	
<b>Contact Details of the Co-applicant as part of this Action</b>	
<b>Number of Legal Entity Record <sup>28</sup></b>	
<b>Abbreviation</b>	
<b>Registration Number (or equivalent)</b>	
<b>Date of Registration</b>	
<b>Place of Registration</b>	
<b>Official Registration Address</b>	
<b>Country of Registration<sup>29</sup> /</b>	
<b>Website and E-mail address of the Organisation</b>	
<b>Telephone Number:</b> country code + city code + number	
<b>Fax Number:</b> country code + city code + number	
<b>Legal Status</b>	
<b>Type</b>	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanitarian <input type="checkbox"/> Neutral
<b>Is your organisation related to another entity?</b>	<input type="checkbox"/> Yes, the founding entity: (Please provide its EuropAid Identification number .....) <input type="checkbox"/> Yes, one (of the) controlled entity(ies) <input type="checkbox"/> Yes, a family organisation/ a network entity <sup>30</sup> <input type="checkbox"/> No, it is an independent entity

<sup>28</sup> If the co-applicant has already contracted with the European Commission.

<sup>29</sup> For organisations

<b>Background of the cooperation with the applicant</b>	
<b>Category (see point 3.2.1)</b>	
<b>Sector(s) (see point 3.2.2)</b>	
<b>Target Group(s) (see point 3.2.3)</b>	

**Important Note: This application form must be dated, signed and accompanied by a procurement from each one of the co-applicants, in accordance with the template provided below.**

### **Mandate (for the co-applicant(s))**

The co-applicant(s) authorise(s) the principal applicant(s) < indicate the name of the organisation > to send on their behalf this application form and to sign on their behalf the grant contract template (Annex G of the guidelines for applicants) (or a funding agreement, if applicable) with < indicate the name of the contracting authority > (hereinafter: the contracting authority), and to be represented by the Principal Applicant for all issues relating to this grant contract.

We have read and approved the content of the proposal submitted to the Contracting Authority. We are committed to abiding by the principles of good partnership practice.

<b>Name :</b>	
<b>Organisation :</b>	
<b>Location :</b>	
<b>Signature :</b>	
<b>Date and place :</b>	

## 5 AFFILIATED ENTITY(IES) PARTICIPATING IN THE ACTION

### 5.1. Description of the Affiliated Entity(ies)

This section must be filled in for each affiliated entity as referred to in point 2.1.2 of the Guidelines for Applicants. This table must be replicated as many times as necessary to add an affiliated entity.

	Affiliated Entity n° 1
<b>Full name</b>	
<b>Date of registration</b>	
<b>Place of registration</b>	
<b>Legal status</b>	
<b>Type</b>	<input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Humanitarian <input type="checkbox"/> Neutral
<b>Subject to compliance with the criteria and conditions for granting affiliate status, please specify which entity you are affiliated with (principal applicant/co-applicant) by describing the specific nature of the affiliation (e. g. founding entity, family organisation/network entity etc.) and, if applicable, its EuropeAid identification number.</b>	
<b>Official registration address<sup>31</sup></b>	
<b>Country of registration<sup>32</sup></b>	
<b>Contact person</b>	
<b>Telephone number:</b> country code + city code + number	
<b>Fax number:</b> country code + city code + number	
<b>E-mail address</b>	
<b>Number of employees</b>	
<b>Background of the cooperation with the Principal Applicant/ the co-applicant</b>	

<sup>31</sup> If it is not registered in one of the countries listed in item 2.1.1 of the guidelines for applicants, please justify the choice of your country.

<sup>32</sup> For organisations.

Category (see point 3.2.1)	
Sector(s) (see point 3.2.2)	
Target Group(s) (see point 3.2.3.3)	

**Important Note:** This application form must be accompanied by a statement **dated and signed by each affiliated entity**, in accordance with the template provided below.

## 5.2. Statement of the Affiliated entity(ies)

In order to ensure the successful completion of the action, Expertise France (Contracting Authority) requires all affiliated entity(ies) to take note of the following principles.

1. Any affiliated entity (ies) must have read the Guidelines for Applicants and the funding form and be aware of their role in the action before the application is submitted to the Contracting Authority.
2. Any affiliated entity (ies) must have read the standard grant agreement (or, where applicable, the funding contract) and understood its (their) respective obligations under the agreement if a grant is awarded. They authorize the organization to which they are affiliated to sign the contract with the Contracting Authority on their behalf and to represent them in all interactions with the Contracting Authority as part of the implementation of the action.
3. The affiliated entity (ies) must consult on a regular basis with the organization to which it (they) is (are) affiliated, which in return will keep them fully informed of the progress of the action.
4. Any affiliated entity (ies) must receive copies of the reports - descriptive and financial - transmitted to the Contracting Authority.
5. Proposals for substantial changes to the action (e.g. changes in activities likely to have an impact on the main objective of the action, on affiliated entity(ies), etc.) must be approved by the affiliated entity(ies) before submission to the Contracting Authority.

We have read and approved the content of the proposal submitted to the Contracting Authority. We are committed to abiding by the principles of good partnership practice.

Name :	
Organisation :	
Location :	
Signature :	
Date and place :	

## 6 ASSOCIATED COMPANIES PARTICIPATING IN THE ACTION

This section must be filled in for each associated organization as defined in point 2.1.3 of the Guidelines for Applicants. This table must be replicated as many times as necessary to add partners.

	/ <Number> of associated companies
<b>Full Name</b>	
<b>Country of Registration</b>	
<b>Legal Status</b> <sup>33</sup>	
<b>Official Address</b>	
<b>Contact Person</b>	
<b>Telephone Number:</b> country code + city code + number	
<b>Fax Number:</b> country code + city code + number	
<b>E-mail Address</b>	
<b>Number of Employees</b>	
<b>Experience gained from similar actions related to the Role Played in the Implementation of the Proposed Action</b>	
<b>Background of the Cooperation with the Applicant</b>	
<b>Role and Participation in the Preparation of the Proposed Action</b>	
<b>Role and Participation in the Implementation of the Proposed Action</b>	

<sup>33</sup> For example, non-profit organization, government agency, international organization.

## 7 CHECKLIST FOR THE FULL APPLICATION FORM

17DDU0C004 - INNOVATIONS FOR A SMART FAMILY FARMING TO ADDRESS CLIMATE CHANGE IN WEST AFRICA - GCCA+ AO

<b>ADMINISTRATIVE INFORMATION</b> <b><u>Name of the Principal Applicant</u></b> <b>Country and Date of Registration<sup>34</sup></b> <b>Number of Legal Entity Record<sup>35</sup></b> <b>Legal Status<sup>36</sup></b>	<b>To be filled in by the principal applicant</b>
<b><u>Co-applicant<sup>37</sup></u></b> <b>Name of the Co-applicant(s)</b> <b>Country and Date of Registration</b> <b>Number of Legal Identity Form (if available)</b> <b>Legal Status</b>	
<b><u>Affiliated Entities<sup>38</sup></u></b> <b>Name of Affiliated Entity</b> <b>Country and Date of Registration</b> <b>Legal Status :</b> <b>Specify which entity you are affiliated with (the Principal Applicant and/or co-applicants).</b> <b>Specify the type of affiliation you have with that entity.</b>	

<sup>34</sup> For organizations.

<sup>35</sup> If the principal applicant has already contracted with the European Commission.

<sup>36</sup> For example, government agency, non-profit or international organization.

<sup>37</sup> Add as many lines as co-applicants.

<sup>38</sup> Add as many lines as the number of affiliated entities.

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT THE FOLLOWING REQUIREMENTS ARE FULLY MET AND TICK THEM GRADUALLY.	Tick the items below	
Title of the Proposal: <indicate the name>	Yes	No
<b>SECTION 1 (ADMINISTRATIVE)</b>		
1. The appropriate grant application form has been used.		
2. The statement of the Principal Applicant is filled-in and signed.		
3. The proposal is written in English, French or Portuguese.		
4. The sending email specifies the reference number and the title of the call for proposals, the number which will be assigned to them following the evaluation of the concept note, the country concerned by the action, the area of intervention, the full name and address of the lead applicant. The email is indeed destined for <a href="mailto:app2.gccaplus.ao@expertisefrance.fr">app2.gccaplus.ao@expertisefrance.fr</a>		
5. Each co-applicant has completed and signed the mandate and the mandate is attached.		
6. Each affiliated entity has completed and signed the declaration relating to the affiliated entities and the declarations are attached. Please write "Not Applicable" (NA) if you do not have any affiliated entity (ies).		
7. The budget is attached, established in a balanced manner, presented in the required format and expressed in euros.		
8. Copies of the last 3 financial statements of the lead applicant are attached.		
9. The logical framework has been completed and attached.		
<b>PART 2 (ELIGIBILITY)</b>		
10. The action will be implemented in only one of the eligible countries.		
11. The action will last between 12 to 20 months (minimum and maximum authorized durations).		
12. The requested EU funding is between €150,000 and €230,000 (the minimum and maximum allowed).		
13. The requested EU funding ranges from 55% to 80% or 90% of the total eligible costs, as per the provisions of Article 1.3 of the Guidelines (maximum and minimum percentage allowed) <sup>39</sup> .		
14. The budget anticipates a minimum, justified and detailed allowance of 15% for capitalization, knowledge sharing and monitoring and evaluation activities (including baseline study and final evaluation).		
15. The logical framework includes the common mandatory indicators provided in the guidelines.		
16. The requested funding has not been modified by more than 20% compared to the amount requested at the Summary Note stage.		

<sup>39</sup> If applicable, add a % of the total costs accepted.

## 8 STATEMENT OF THE PRINCIPAL APPLICANT (FULL APPLICATION)

The Principal Applicant, represented by the undersigned referred to as a signatory authorized by the Principal Applicant and representing any co-applicant(s) and affiliated entity(ies) as part of this call for proposals, hereby declares that:

- the Principal Applicant has at his disposal the sources of funding referred to in point 2 of the Guidelines for Applicants;
- the Principal Applicant has sufficient financial capacity to successfully carry out the proposed action or work programme;
- the Principal Applicant certifies the legal forms of the principal applicant, the co-applicant(s) and the affiliated entity(ies) as provided in sections 3, 4 and 5 of this application;
- the Principal Applicant, the co-applicant(s) and the affiliated entity(ies) have the professional skills and qualifications specified in point 2 of the Guidelines for Applicants;
- the Principal Applicant undertakes to comply with the obligations provided in the statement of the affiliated entity/entities attached to the grant application form and the principles of good practice in terms of partnership;
- the Principal Applicant is directly responsible for the preparation, the management and the implementation of the action along with the co-applicant(s) and the affiliated entity(ies) and is not acting as an intermediary;
- the Principal Applicant, the co-applicant(s) and the affiliated entity(ies) are not in any of the situations justifying their exclusion from the procurements listed in section 2.6.10.1 of the Practical Guide (available on the Internet at the following address: <http://ec.europa.eu/europeaid/prag/document.do>). In addition, they acknowledge and accept that the Principal Applicant, the co-applicant(s) and potential affiliated entity(ies) participating while in any of these situations, may be excluded from other procedures in accordance with the applicable financial regulations;
- the Principal Applicant and each co-applicant and affiliated entity (if applicable) is able to provide immediately, on request, the supporting documents mentioned in point 2.4 of the Guidelines for Applicants;
- **the Principal Applicant and each co-applicant and affiliated entity (if applicable) are eligible according to the criteria set out in points 2.1.1 and 2.1.2 of the Guidelines for Applicants;**
- If recommended for funding, the Principal Applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions set out in the standard contract annexed to the Guidelines for Applicants (Annex G) (or the funding contract, if applicable).

The sources and amounts of fundings received from the Union, which was requested for the action or for part of it or for its operation during the same financial year, as well as any other funding he received or requested for the same action, are listed below:

<list the sources and the amounts and indicate the status (that is, requested or granted)>

The Principal Applicant is fully aware of his obligation to immediately inform the Contracting Authority to which this application is submitted, if the same application for funding, submitted to other services of the European Commission or institutions of the European Union, is approved by them after submission of this application for a grant.

We understand that if we participate while in one of the situations provided for in point 2.6.10.1 of the Practical Guide, or if it is proven that false statements have been made or false information has been provided, we may be excluded from this procedure and are liable to administrative sanctions in the form of exclusion and financial penalties up to 10% of the estimated total value of the grant awarded and this information may be made available on the Commission website in compliance with the applicable financial regulations. We are aware that, in order to ensure the protection of the EU's financial interests, our personal data may be shared with the internal audit services, the early detection

and exclusion system, the European Court of Auditors, the entity specialized in financial irregularities or the European Anti-Fraud Office.

Signed on behalf of the principal applicant

<b>Name</b>	
<b>Signature</b>	
<b>Location</b>	
<b>Date</b>	

## 9 EVALUATION GRID FOR THE FULL APPLICATION

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY)

	YES	NO
<b>OPENING, ADMINISTRATIVE CHECK OF THE FULL APPLICATION</b>		
1. The deadline has been met.		
2. The full application meets all the requirements as specified in the checklist of point 7 Section B.		
<b><u>DECISION</u></b>		
The committee has decided to assess the full application, which has passed the administrative checks.		
The administrative compliance has been checked by:		
Date:		
<b>EVALUATION OF THE FULL APPLICATION</b>		
<b><u>DECISION</u></b>		
<b>A.</b> The proposal has been provisionally selected as one of the top-ranked proposals within the available financial envelope and the Committee has recommended an eligibility check.		
<b>B.</b> The proposal has been put on the reserve list among the top-ranked proposals and the committee has recommended an eligibility check.		
The proposal has been assessed by:		
Date :		
<b>ÉLIGIBILITY CHECK</b>		
3. The checklist for the full application form (section 2) has been properly filled out.		
4. The Principal Applicant meets the eligibility requirements of point 2.1.1 of the Guidelines.		
5. The co-applicant(s), if any, meet(s) the eligibility requirements of point 2.1.1 of the Guidelines.		
6. The affiliated entity(ies) meet(s) the eligibility requirements of point 2.1.3 of the Guidelines.		
7. The supporting documents listed below have been submitted in accordance with the guidelines (section 2.4.)		
a. The articles of association or memorandum of association of the Principal Applicant		
b. The articles of association or memorandum of association of the co-applicants and the affiliated entity(ies)		
d. A copy of the principal applicant's most recent financial statements.		
The eligibility has been assessed by:		
Date :		
<b><u>DECISION</u></b>		

The Committee has checked the eligibility of the proposal in accordance with the requirements set out in the guidelines for applicants and has selected the proposal to be funded.