

APPLY - WRITE YOUR APPLICATION

OPTIMISE YOUR APPLICATION WRITING PROCESS

Before beginning to write the application, it is essential that you familiarise yourself with the background documentation to the programme, that you read the application file entirely, and that you check whether you are able to provide all the required appendices.

SUMMARY

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GATHERING THE DOCUMENTATION FOR THE PROGRAMME

After having identified the financing programme that corresponds to your project, you can begin writing your application for a grant from the European Union. Since each programme has its own documentation, you must ensure you have the correct texts.

The documents linked to the programme:

- The decision of the programme (its legal basis)
- The annual work programme regarding grants
- Compendia (list of plans that have already been financed)

The documents linked to the call for submissions:

- The call text
- A list of frequently asked questions (FAQs)
- The form, its appendices and the applicants guide.

THE DOCUMENTS IN THE APPLICATION FILE

Your request for a grant will include the form, a provisional budget and a complete list of additional documents as noted in the guidelines for the programme.

The Applicants, or Guidelines

They are appointed by the project leader or by a partner to assume responsibility for part of the project on a performance based reward paid in keeping with the market price. The activities conducted by subcontractors shall not be an important part of the project (eg more than a quarter of the project), or focus on the core activities of the project (e.g. project management).

The Application Form

You must use the form as indicated in the call for submissions to complete your project proposal. The first pieces of information to be sent are of an administrative nature (regarding the project coordinator and his or her associates). Then you will be required to submit a detailed description of your project.

The Budgetary Appendix

In most cases this is an Excel document, as distinct from the Word document application form. The document will show the expenses and resources of your project, and will allow us to check compliance with budgetary rules and the overall coherence of your budget by itemised expenses and/or individual work packages (set of tasks).

The Financial Identification Form (or the Bank Identification Form)

Each file contains a financial identification form with the project coordinator's bank details. The form must be stamped and signed by the account manager of your bank, who must confirm these details. The Commission will be able to pay grants to this bank account alone.

The checklist

This has been devised to help project managers during the finalisation of their files and to prevent them from forgetting any documents or signatures. We recommend that you make use of it from the very beginning of the administrative procedure to gather the necessary appendices to the forms and to complete it at the last minute, with a third party checking that the document has been completed correctly. If any document is missing, your application is automatically rejected!

Acknowledgement of Receipt

This document will be sent to you upon receipt of the plan. It serves as proof that your file has arrived on time at the European Commission and will show your project's reference number. You should keep this number and will be required to provide it during any correspondence with the institution.

Other Obligatory Appendices

An identity form, a declaration of honour (affidavit) from the applicant, financial statements, statutes, a letter of commitment, a declaration of co-financing, a partnership agreement, CV of the project leader and/or legal custodian, an external audit report for grants worth more than €500,000 euros, a logical framework for some programmes, including DG JLS, Life +, etc.

INFORMATION REGARDING THE PROJECT COORDINATOR AND HIS ASSOCIATES

In this section you will mostly be asked for administrative information, and information on the structure of the project:

- The Identity of the Applicant: company name, address, legal status, VAT (TVA) number, details of a contact person...
- Bank details
- Name of any group(s) or company (/ies) retaining any of the applicant's capital or any companies/associations/ subsidiaries owned by the applicant. If any organisations are linked to your association, you must provide their company name in order to establish any 'kinship' links between potential candidates and grants.
- A summary of the activities and general aims of the applicant.
- Do not hesitate to add any information on your professional activities in an appendix if you think they are necessary to evaluate your ability to lead the project in question to term.
- A list of grants, transactions and any loans from the Common Market received in your capacity as project leader or associate during the last three years, and any requests for grants presented throughout the year to the European institutions.
- A list of partners participating in this project, any beneficiaries of the grant and their identity as well as the name of any partners associated with the project who are not beneficiaries of the grant.

Caution

From the beginning, use the application and budgetary form for your programme to draw up your project proposals. Some forms must be signed in different places. Check that this has been done properly before sending off your file. Any missing signatures may cause your project to be rejected. The form must be word processed.

INFORMATION ABOUT YOUR PLAN OF ACTION

Please provide the title (an acronym may be required) and the duration of action. The amount of information and the formulation of the questions may vary from one programme to another, or from one call for submissions to another. However, the following information is required in all circumstances.

Summary of the action for which the grant is requested

The summary will be the first part of your application that will be read. It must, therefore, be finely worked and will be required to convey the essential information about your project. Be advised that the summary often has a line count limit. If you use a language other than English, it may be the case that the European Commission asks you for an English translation of the text.

Project Objectives

The main objectives are broad in scope, and you cannot but contribute to their completion. Specific objectives are more precise and reflect what you hope to achieve during the project's execution.

Project Beneficiaries

You will here describe the targets of your project. You may have several targets: that which is directly affected by your action, otherwise known as your 'main target', and which must be quantified; the secondary target is more distant, but affected at any given moment by an action that must be assessed.

Planned Action

Your course of action must be presented in a clear and coherent manner to facilitate comprehension of what you intend to achieve. This will also involve outlining your methodology.

The Timetable

From the starting date of your project, please present a detailed, month by month timetable, highlighting the order in which different aspects of the project (promotion, logistics, communication, etc) will be executed.

The Project results

Here you are to describe the results of the actions you have put in place. These are to be practical results that can be evaluated at the close of the action. These are not to be confused with the impact of the action, which forms the response to the fixed main objective, and which, therefore cannot really be assessed at the end of the project.

The Total of the Requested Grant (to be expressed in euros)

Simply specify the total amount you wish to receive, which you will have already defined in accordance with the rules of financing the programme.

Here, it is imperative that you have studied the rules in force well.

Often, the Commission gives an average bracket of the awarded total. The Commission may also publish the annual budget for and give the number of projects that it wishes to select, which will allow you to calculate the average grant awarded per project.

Caution!

In any cases where the start and end dates should be determined by the Commission within the programme's criteria, this timetable must only take the authorised period of time into consideration. As a general rule, your timetable must not begin at the date you make your application, but several months later, (the time required for the administrative procedures for the decision) when the agreement for the grant is signed.

You must also provide information on other points, like how the partnership is to be managed, how the project demonstrates innovation and the methods of communication and dissemination of its results.

EU Priorities and Transversal Objectives

We recommend, if it is not already explicitly requested, that you explain in what way your project fulfils the EU's political priorities and its transversal objectives (gender equal opportunities, the use of information and communication technology, jobs, the environment, sustainable development, etc.)

For External Cooperation Programmes: The Logical Framework

The logical framework is a table in an appendix to the application form that must allow the assessors to get a quick sense of the project, as much in terms of the action to be taken as in terms of risk, and to see the expected results.

This method involves giving some shape to the results of an analysis so as to present the objectives of the project/programme in a systematic and logical fashion. This must reflect the links of causality between the different levels of objectives, show the possibility of checking whether the objectives have been achieved, and outline what the working assumptions are.

At the level of the project, the framework helps to assess whether all the necessary elements have been prepared for and clearly described. The objectives will also form part of the matrix.

This is not only a tool for planning and evaluation, but also a good outcome of communication about the project.

RECOMMENDATIONS FOR DRAWING UP YOUR APPLICATION

Regarding its Form:

- All questions must be answered
- Please respect any character, line or page limits
- Do not prepare over elaborate files
- Please draw up your file in appropriate language
- Do not write down the name of the coordinator

Regarding its Contents:

- Do not specify a national report of assets
- Quantify as much as possible
- Be ambitious but realistic
- Present a sturdy method of analysis
- Link the project directly to the scope of programme and policy

Other Basic Criteria:

- Feasibility European added value/ dimension
- Quality of Partnership
- Innovation
- Quality of communication and dissemination of results
- Quality of evaluation of the project
- Operational and financial capacity of the project coordinator and his associates

WHO WE ARE?

Welcomeurope is a **private consulting firm specialised in European funds.**

For 20 years, Welcomeurope has been assisting **industrial players, associations and public entities** in order to optimise and secure their "public funds" approach.

Thanks to its experience and expertise, Welcomeurope is today identified as **the reference consulting firm in the field of European funding.**

FUNDING REVIEW

Do you need assistance in identifying the right opportunities for your projects?

Welcomeurope identifies the relevant funding programme for each of your projects.

The process takes place in three steps.

1. You provide us an outline of your project
2. We evaluate its consistency regarding available funds
3. We identify the right funding programme, we guide you in the project's optimal structuring, and we alert you in case of potential risks.

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