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*African, Caribbean and Pacific Group of States*

“ACP-EU TradeCom II PROGRAMME”

(REG/FED/022-667)

**

**Improvement of Port Customs and Operations Efficiency in Africa**

**Contracting authority**: Fondazione Accademia Italiana della Marina Mercantile

Grant scheme for support to implementation of Port Community Systems – Maritime/Logistics Single Windows

**Grant application form**

Deadline for submission of Application:

[TBD]

|  |  |
| --- | --- |
| Title and synthetic description of the proposed action: |  |
| Location of the action: | *Mark the location with a “x”* |
|  | *Benin* |  | *Cape Verde* |  | *Ivory Coast* |
|  | *The Gambia* |  | *Ghana* |  | *Guinea* |
|  | *Guinea Bissau* |  | *Liberia* |  | *Nigeria* |
|  | *Senegal* |  | *Sierra Leone* |  | *Togo* |
| Name of the lead applicant |  |
| Nationality of the lead applicant[[1]](#footnote-1) |  |

|  |  |
| --- | --- |
| Dossier No |  |

|  |
| --- |
| Lead applicant’s contact details for the purpose of this action |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

**NOTICE**

***In regard to processing of data in accordance to EU law***

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The call for proposals and the grant contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of legal affairs unit of DG International Cooperation and Development.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

In cases where you are processing personal data in the context of participation to a call for proposals (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to the Contracting Authority, the EU institutions and bodies and communicate the above mentioned privacy statement to them.

# ***ANNEX I to the Grant Contract: Description of the action***

# Part A. Summary of the action and Identity of the applicants

## Key infos of the action

|  |  |
| --- | --- |
| Title of the action: |  |
| Total duration of the action:(minimum 2 months, Maximum 6 months): |  |
| Total costs of the action: |  |
| Requested EU contribution (amount)(cannot be above 60.000.00 Euros) | EUR  |
| Requested EU contribution as a percentage of total eligible costs of the action (indicative) [[2]](#footnote-2)(cannot be below 50% or above 80%) | %  |
| Objectives of the action in relation to the Port Community System or Port Single Window(how the action will support the implementation of these solutions) |  |
| Expected outputs(what concrete outputs will be realised by the action, eg. Workshops, documents, guidelines, equipments, software etc.) |  |
| Main activitiesc(actual tasks to be realised, for example procurement of equipment, organisation of meetings, procurement of services etc..) |  |

## Summary of the action

***(****provide here a narrative description of the proposed action, outlining briefly how it will support the implementation of a PCS or SW system in your port community. 500 characters Max)*

## Identity of the Applicants

|  |
| --- |
| **Lead Applicant** |
| **Name of the lead applicant** |  |
| **Country and date of registration** |  |
| **Legal status**[[3]](#footnote-3) |  |

Repeat this Table below for every Co-applicant.

Remember that each co-applicant must provide a signed mandate (see section 4)

|  |
| --- |
| **Co-applicant[[4]](#footnote-4)** |
| **Name of the co-applicant** |  |
| **Country and date of registration** |  |
| **Legal status** |  |

Repeat this Table below for every affiliated entity.

|  |
| --- |
| **Affiliated entity[[5]](#footnote-5)**  |
| **Name of the Affiliated-entity**  |  |
| **Nationality/country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (lead applicant and/or the co-applicant).****Specify the kind of affiliation you have with that entity.**  |  |

# Part B. Description of the Action and Checklists

## The action (2 pages max)

*Provide a description of the proposed action and its relevance, including all the information requested below, referring to the overall objective and specific objective(s), as well as to the expected results (i.e. impact, outcome(s), possible intermediary outcomes and outputs.*

* *Describe the current status of the implementation of Port Community System or Port Single Window in your port community*
* *Describe in what your action consist and how it will support this process*
* *Describe which outputs your action will produce*
* *Describe how the outputs will facilitate maritime trade*

## Implementation approach (2 pages max)

*Describe in detail:*

* *the methods of implementation (including the main means proposed – e.g. equipment, materials, and supplies to be acquired or rented) and rationale for such methodology;*
* *the method for open procurement of equipments/services within your organisation*
* *the organisational structure and the team proposed for the implementation of the action (by function: there is no need to include the names of individuals);*
* *the role and participation in the action of the various actors and stakeholders (co-applicant(s), affiliated entity(ies), target groups, local authorities, etc.), and the reasons why these roles have been assigned to them;*
* *the planned activities in order to ensure the visibility of the action and the contribution of the EU to its funding.*

## Indicative action plan for implementing the action

Indicate the set of tasks activities for each

|  |  |
| --- | --- |
| Month | Tasks and activities to be realised |
| Month 1 | […] |
| Month 2 | […] |
| Month 3(Only if the Action lasts 3 months or more) | […] |
| Month 4(Only if the Action lasts 4 months or more) | […] |
| Month 5(Only if the Action lasts 3 months or more) | […] |
| Month 6(Only if the Action lasts 3 months or more) | […] |

## Sustainability of the action (max 1 page)

Please provide **all the** information requested below:

* Provide a comprehensive analysis of risks that could affect the implementation of the action, for example COVID 19 impact or changes in the organisation of the port or unforeseen accidents etc. Also provide proposed contingency plan for the risks identified
* Explain how the action will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, ownership, communication plan, etc. Distinguish between four types of sustainability:

a. Financial sustainability: e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs.

b. Institutional sustainability: e.g. structures that would allow the results of the action to continue to be in place after the end of the action, capacity building, agreements and local ‘ownership’ of the results of theaction..

c. Policy level sustainability: e.g., where applicable, structural impact (improved legislation, consistency with existing frameworks, codes of conduct, or methods).

# ***ANNEX III to the Grant Contract: Budget of the action***

# Budget

Please complete the following table (provided also in excel format: the applicant can fill it here or in a separate file)

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Budget for the Action1** | **Costs** | **Applicant or Co-applicant responsible for the cost** | Justification of the costs (how was the cost calculated and for what activities this budget line will be used |
| **Costs** | **Unit** | **# of units** | **Unit value(in EUR)** | **Total Cost(in EUR)** |
| **1. Human Resources** |  |  |  |  |   |   |
| 1.1 Salaries (gross salaries including social security charges and other related costs of Personnel already employed by the applicant under a labour contract) |   |   |   |   |   |   |
| 1.1.1 Salaries of technical personnel (for example technicians, engineers etc..) |   |   |   |   |   |   |
|   | Per Month |   |   |   |   |   |
| 1.1.2 Salaries of administrative personnel (for example procurement officers, financial managers etc…) |   |   |   |   |   |   |
|   | Per Month |   |   |   |   |   |
| ***Subtotal Human Resources*** |  |  |  | **0** |   |   |
| **2. Travel** |  |  |  |  |   |   |
| 2.1. International travel | Per flight |   |   |   |   |   |
| 2.2. Per diems for missions/travel |   |   |   |   |   |   |
| ***Subtotal Travel*** |  |  |  | **0** |   |   |
| **3. Equipment and supplies** |  |  |  |  |   |   |
| 3.1 Equipment to be procured |   |   |   |   |   |   |
| 3.2 Equipment to be procured |   |   |   |   |   |   |
| 3.3 etc… |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
| ***Subtotal Equipment and supplies*** |  |  |  | **0** |   |   |
| **4. services of companies or individual consultants (to be identified through open procurement procedures)** |  |  |  |  |   |   |
| **4.1 Individual consultants** |  |  |  |  |   |   |
| 4.2 Studies and research |   |   |   |   |   |   |
| 4.3 Software services |   |   |   |   |   |   |
| 4.4 Costs of workshops and seminars |   |   |   |   |   |   |
| 4.5. Visibility actions10 |   |   |   |   |   |   |
| ***Subtotal services*** |  |  |  | **0** |   |   |
| **5. Other** |  |  |  |  |   |   |
|  |  |  |  |  |   |   |
|  |  |  |  |  |   |   |
| ***Subtotal other costs*** |  |  |  | *0* |   |   |
| **Total accepted costs of the Action**  |  |  |  | ***0*** |   |   |
|  |  |  |  |  |  |  |
| **Quick Guidance on costs:** |
| **1: Human resources** |  |  |  |  |
| These lines cover costs of the internal personnel of the organisation that will be mobilised to work part-time or full time on the action or persons specifically hired for the action through a labour contract. Individual consultants hired with a consultancy contract shall be included under budget heading 5. The number of months indicated must be equal to the ACTUAL time the person will work on the project. For ezample, if an in-house engineer will work half time on the action for 6 months, the number of months to be indicated will be 6\*0,5= 3 Months.The value of the monthly salary shall be taken from the existing payslip and should not be modified for the project. Please notice that the applicant will be required to provide official payslips and time sheets from the personnel, as well as proof of the payment of the salary |
| **2: Travel** |  |  |  |  |
| These lines cover costs for travels outside of the normal place of posting for personnel under budget heading 1 or individual consultants under budget heading 5. Please notice that flights can only be done in economy class. For subsistence during travels, it is allowed to pay a fixed amount to the person travelling, for each night spent outside. This fixed amount is different in each country and set by the EU in the table of per diem rates attached to the guidelines |
| **3. Equipment and supplies** |  |  |  |  |
| These lines cover the estimated costs of equipment to be procured under the action. Please indicate a separate budget line for each type of equipment to be procured. Please notice that transparent procurement procedures shall be used to procure equipment. The applicant will be required to provide documentation of the procedure that led to the selection of the supplier of each piece of equipment, invoice from the supplier and proof of the payment (bank transfer) |
| **4. Services and individual consultants** |  |  |  |  |
| These lines cover the estimated costs of services to be procured under the action. This include also individual consultants employed by the applicant through a consultancy contract (persons employed thorugh a labour contract shall be included under budget heading 1). Please indicate a separate budget line for each type of service and consultants to be procured. Please notice that transparent procurement procedures shall be used to identify consultants and providers of services. The applicant will be required to provide documentation of the procedure that led to the selection of the provider of services, invoice from the provider and proof of the payment (bank transfer) |
| **5. other costs** |  |  |  |  |
| These lines cover all other costs that can be incurred by the applicants. Please notice that this section should not be used unless some costs cannot be identified within the headings above. In any case the costs shall comply with eligibility principles established under the General Conditions of contract and for each cost, specific invoices and proof of payment (bank transfer) shall be provided. |

## Key budgetary information

**Total costs of the action:** (*indicate the total costs, drawn from the table above)*

**Percentage of EU financing:**  *(from 50% to 80%):*

**Amount requested from the contracting authority:** (*total costs x percentage of financing)*

**Source of financing identified by the applicants for the part of costs not covered by the Grant:**

*( indicated from which source, for example other funds or internal budget, will the remaining 50%-20% covered)*

# Mandate (for co-applicant(s))

The co-applicant(s) authorise the lead applicant <indicate the name of the organisation> to submit on their behalf the present application form and to sign on their behalf the standard grant contract (Annex G of the guidelines for applicants) with ***Fondazione Accademia Italiana della Marina Mercantile*** (‘contracting authority’), as well as, to represent the co-applicant in all matters concerning this grant contract.

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

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

# Affiliated entity(ies)'s statement

To ensure that the action runs smoothly, the <Fondazione Accademia Italiana della Marina Mercantile> (contracting authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

1. All affiliated entity(ies) must have read the guidelines for applicants and grant application form and understood their role in the action before the application is submitted to the contracting authority.
2. All affiliated entity(ies) must have read the standard grant contract (or Contribution Agreement, where applicable) and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the organisation to which they are affiliated to sign the contract on their behalf with the contracting authority and represent them in all dealings with the contracting authority in the context of the action’s implementation.
3. The affiliated entity(ies) must consult regularly with the organisation to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
4. All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the contracting authority.
5. Proposals for substantial changes to the action (e.g. changes in activities that could affect the basic purpose of the action, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the contracting authority.

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

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

# Declaration by the LEAD applicant

The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, in the context of the present call for proposals, representing any co-applicant(s), affiliated entity(ies) in the proposed action, hereby declares that

* the lead applicant has the sources of financing specified in Section 2 of the guidelines for applicants;
* the lead applicant has sufficient financial capacity to carry out the proposed action or work programme;
* the lead applicant certifies the legal statues of the lead applicant, of the co-applicant(s) and of the affiliated entity(ies) as reported in part 3, 4, and 5 of this application;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies) have the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the affiliated entity(ies)'s statement of the grant application form and with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* The lead applicant, the co-applicant(s) and the affiliated entities must fill in and sign the declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following internet address: <http://ec.europa.eu/europeaid/prag/document.do>. Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity (if any) is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
* **the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1 and 2.1.2 of the guidelines for applicants;**
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G) (or the Contribution Agreement, where applicable);

These are the sources and amounts of Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

<list source and amount and indicate status (i.e. applied for or awarded)>

The lead applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10..1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

# Checklist for the application form

|  |  |
| --- | --- |
| **Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF** | **Tick the items off below** |
| **Title of the proposal: <**indicate the title> | **Yes** | **No** |
| **PART 1 (ADMINISTRATIVE)****1. The correct grant application form has been used.**  |  |  |
| **2. The declaration by the lead applicant has been filled in and signed.** |  |  |
| **3. The lead applicant, the co-applicants and the affiliated entities have filled**  **in the declaration on honour on exclusion criteria and selection criteria**  |  |  |
| **4. The proposal is in English, French or Portuguese** |  |  |
| **5. The electronic version of the proposal is to be sent to the contracting authority at […]** |  |  |
| **6. Each co-applicant has completed and signed the mandate and the mandate is included.** |  |  |
| **7. Each affiliated entity(ies) has completed and signed an affiliated entity(ies)'s statement and the statements are included.** |  |  |
| **8. The budget is enclosed, in balance, presented in the format requested, and stated in [EUR]** |  |  |
| **PART 2 (ELIGIBILITY)****9. The action will be implemented in an eligible country** |  |  |
| **10. The duration of the action is between 2 Months and 6 Months** |  |  |
| **11. The requested EU contribution is at maximum 60.000 Euros** |  |  |
| **12. The requested EU contribution is between 50% and 80% of the total eligible costs** |  |  |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call. [↑](#footnote-ref-1)
2. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-2)
3. E.g. company, foundation, governmental body etc.. [↑](#footnote-ref-3)
4. Add as many rows as co-applicants. [↑](#footnote-ref-4)
5. Add as many rows as affiliated entities. [↑](#footnote-ref-5)