

**Annex II**

**GRANT APPLICATION FORM FOR**

***VLD GEOFENCING Call***

***SESAR-2017-1***

<b>PROGRAMME CONCERNED</b>
<b>SESAR JOINT UNDERTAKING</b>
<b>SINGLE PROGRAMMING DOCUMENT (YEARS 2017-2019)</b>
<b>REFERENCE NUMBER OF THE CALL FOR PROPOSALS</b>
SESAR-2017-1
<b>SUMMARY OF THE APPLICATION</b>
Title:
Identity of the <i>[Option 1: Coordinator] — [Option 2: Applicant No1]</i> :
Summary of the action:  <i>[ Please provide a short summary (max. 2,000 characters, with spaces) to clearly explain:</i> <ul style="list-style-type: none"> <li>• <i>the objectives of the proposal</i></li> <li>• <i>how they will be achieved</i></li> <li>• <i>their relevance to the work programme.]</i></li> </ul> <i>Applicants submitting applications in a language other than English are recommended to submit an English translation of the summary of the proposal.</i>
Duration (in months):
Requested amount (in €):

Before filling in this form, please read carefully the relevant call for proposals, the Technical Specifications, the Execution Guidelines and any other reference documents related to this grants programme available on our site '<http://www.sesarju.eu/procurement>'.

Please make sure that your application:

- is submitted on the correct form, completed in full and dated;
- is signed by the person authorised to enter into legally binding commitments on behalf of the applicant;
- presents a budget in conformity with the funding rules;
- meets the submission arrangements set out in the call;
- is submitted by the deadline.

The evaluation committee or, where appropriate, the authorising officer responsible may ask an applicant to provide additional information or to clarify the supporting documents submitted in connection with the application, provided that such information or clarification does not substantially change the proposal.

By submitting an application the applicant accepts that in case of award certain data like the name, locality and amount (amongst others) will be published.

## **I. INFORMATION ON THE APPLICANTS**

### **1 REFERENCES OF THE APPLICANTS**

1.1 [Option 1: Coordinator] — [Option 2: Applicant No1]

#### **1.1.1 IDENTITY OF THE APPLICANT**

Official name in full:

Acronym:

(if applicable)

Official legal form:

Place of establishment or registration:

(Address and country)

Entity registration number:

(Not applicable if the applicant is a public-sector body.)

VAT number (if applicable):

The legal details are attached to this application in the Legal Entity Form [form available at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal-entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm)]

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#### **1.1.2 CONTACT DETAILS**

Street address:

Postcode:

City:

Region (if applicable):

Country:

Telephone:

Mobile:

Fax:

E-mail address:

Website:

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

#### **1.1.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL**

Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	
<b>1.1.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)</b>	
Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

1.2 Applicant No 2 (Repeat this part as often as is required to include all applicants).

<b>1.2.1 IDENTITY OF THE APPLICANT</b>
Official name in full:
Acronym:  (if applicable)
Official legal form:
Place of establishment or registration:  (Address and country)
Entity registration number:  (Not applicable if the applicant is a public-sector body.)
VAT number (if applicable):

The legal details are attached to this application in the Legal Entity Form [form available at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal-entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm)]

<b>1.2.2 CONTACT DETAILS</b>
Street address:
Postcode:
City:
Region (if applicable):
Country:

Telephone:	Mobile:
Fax:	
E-mail address:	
Website:	

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

### 1.2.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL

Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	

### 1.2.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE AGREEMENT)

Family name:	First Name:
Position/Function/Mandate:	
Telephone:	Mobile:
Fax:	
E-mail address:	

1.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities).

### 1.3.1 IDENTITY OF THE AFFILIATED ENTITY

(This box shall be filled in by all affiliated entities, including the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as the sole beneficiary.)

Official name in full:
Acronym:  (if applicable)
Official legal form:
Place of establishment or registration:  (Address and country)

Entity registration number:  (Not applicable if the applicant is a public-sector body.)
VAT number (if applicable):
Legal or capital link with the applicant, if applicable:  The affiliated entity should provide a short description of the legal or capital link with the applicant and provide the statutory documents and/or consolidated accounts.

The legal details are attached to this application in the Legal Entity Form [form available at:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal-entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm)]

**2 BANK DETAILS**

The bank details are attached to this application in the Bank Account Form (BAF) [form available at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial-id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm)]

To be filled in exclusively by the Coordinator (in case of a consortium) or by the Applicant (in case of single applicant).

**3 PROFILE OF THE APPLICANTS**

3.1 [Option 1: Coordinator] — [Option 2: Applicant No1]

<b>PROFILE OF THE [Coordinator] [APPLICANT No1] — GENERAL AIMS AND ACTIVITIES</b>
[Year of foundation]:
The entity shall state his legal status by ticking one or several options
<input type="checkbox"/> Public body <input type="checkbox"/> International Organisation <input type="checkbox"/> Non-profit making organisation <input type="checkbox"/> Social Partner <input type="checkbox"/> Educational and training establishment <input type="checkbox"/> Research Centre/Institute <input type="checkbox"/> Other (please specify) <input type="checkbox"/> SME
The [Coordinator] [applicant No1] should provide a short description of the organisation/group/consortium including affiliated entities. Where appropriate include information on membership, with respect to the eligibility criteria indicated in the specific call.

3.2 [Applicant No 2] (Repeat this part as often as is required to include all applicants)

<b>PROFILE OF THE APPLICANT — GENERAL AIMS AND ACTIVITIES</b>
[Year of foundation]:

The entity shall state his legal status by ticking one or several options

- |   |   |
|---|---|
| <input type="checkbox"/> Public body                            | <input type="checkbox"/> International Organisation |
| <input type="checkbox"/> Non-profit making organisation         | <input type="checkbox"/> Social Partner             |
| <input type="checkbox"/> Educational and training establishment | <input type="checkbox"/> Research Centre/Institute  |
| <input type="checkbox"/> Others (please specify)                | <input type="checkbox"/> SME                        |

[3.3 Affiliated Entity No 1] (Repeat this part as often as is required to include all affiliated entities)

**PROFILE OF THE AFFILIATED ENTITY No 1 — GENERAL AIMS AND ACTIVITIES**

[Year of foundation]:

The entity shall state his legal status by ticking one or several options

- |   |   |
|---|---|
| <input type="checkbox"/> Public body                            | <input type="checkbox"/> International Organisation |
| <input type="checkbox"/> Non-profit making organisation         | <input type="checkbox"/> Social Partner             |
| <input type="checkbox"/> Educational and training establishment | <input type="checkbox"/> Research Centre/Institute  |
| <input type="checkbox"/> Others (please specify)                | <input type="checkbox"/> SME                        |

**4 INFORMATION ON THE GOVERNANCE OF THE APPLICANTS**

4.1 [Option 1: Coordinator] — [Option 2: Applicant No1]

**4.1.1 APPLICANT’S STRUCTURE**

List the organisations holding capital or shares in the applicant, where appropriate specifying the proportion held (insert rows if necessary)

Organisation	Proportion held

**4.1.2 APPLICANT’S MANAGEMENT**

List the members of the applicant’s administrative board or equivalent body, specifying their

profession and position (insert rows if necessary)	
Member	Profession/Position

4.2 [Applicant n. 2] (Repeat this part as often as is required to include all applicants)

4.2.1 APPLICANT'S STRUCTURE	
List the organisations holding capital or shares in the applicant, specifying the proportion held where appropriate (insert rows if necessary).	
Organisation	Proportion held

4.2.2 APPLICANT'S MANAGEMENT	
List the members of the applicant's administrative board or equivalent body, specifying their profession and position (insert rows if necessary).	
Member	Profession/Position



## **II. OPERATIONAL AND FINANCIAL CAPACITY**

### **1 OPERATIONAL CAPACITY**

1.1 [Option 1: Coordinator] — [Option 2: Applicant No1]

#### **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT**

The applicant should demonstrate, in detail, that they have the professional competencies, in terms of composition (section 8.2.1 of the Call for Proposals) and capacity (seven requirements listed in section 8.2.2 of the Call for proposals) to complete the proposed action.

In this respect, the applicant should provide the evidence listed in section 8.2.3 of the Call for Proposals.

1.2 Applicant No2 (Repeat this part as often as is required to include all applicants)

#### **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT**

The applicant should demonstrate, in detail, that they have the professional competencies, in terms of composition (section 8.2.1 of the Call for Proposals) and capacity (seven requirements listed in section 8.2.2 of the Call for proposals) to complete the proposed action.

In this respect, the applicant should provide the evidence listed in section 8.2.3 of the Call for Proposals.

1.3 Affiliated Entity No1 (Repeat this part as often as is required to include all affiliated entities)

#### **OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE AFFILIATED ENTITY No 1**

The affiliated entity should demonstrate, in detail, that they have the professional competencies, in terms of composition (section 8.2.1 of the Call for Proposals) and capacity (seven requirements listed in section 8.2.2 of the Call for proposals) to complete the proposed action.

In this respect, the affiliated entity should provide the evidence listed in section 8.2.3 of the Call for Proposals.

### **2 FINANCIAL CAPACITY**

#### **LEGAL NOTICE**

Where the application concerns grants for an action for which the amount exceeds EUR 750 000, or operating grants which exceed EUR 100 000, an audit report produced by an approved external auditor must be submitted. This report shall certify the accounts for the last financial year available.

2.1 [Option 1: Coordinator] — [Option 2: Applicant No1]

<b>PROOF OF FINANCIAL CAPACITY</b>
Applicants should provide the following document[s] as evidence of their financial capacity:
<ul style="list-style-type: none"> <li>• <i>Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.</i></li> <li>• <i>Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.</i></li> </ul>

[or]

<b>FINANCIAL CAPACITY OF THE [CO-ORDINATOR][APPLICANT]</b>		
The applicant must show that it has sufficient and stable sources of funding to carry out the action throughout the entire period for which the action is planned and to participate in its funding. The indicators refer to the last <i>[two]</i> financial year[s] for which accounts have been closed.		
	Year N	<i>[Year N-1]</i>
<b>Turnover or equivalent</b>		
<b>Gross operating profit</b>		
<b>Total liabilities</b>		
<b>Equity or equivalent</b>		
<b>Current asset</b>		
<b>Short-term debt (&lt; 1 year)</b>		
<b>Total payroll</b>		

2.2 [Applicant No 2 ] (Repeat this part as often as is required to include all applicants)

<b>PROOF OF FINANCIAL CAPACITY</b>
Applicants should provide the following document[s] as evidence of their financial capacity:
<ul style="list-style-type: none"> <li>• <i>Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.</i></li> <li>• <i>Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.</i></li> </ul>

[or]

<b>FINANCIAL CAPACITY OF THE APPLICANT</b>		
The applicant must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned and to participate in its funding. The indicators refer to the last <i>[two]</i> financial year[s] for which accounts have been closed.		
	Year N	<i>[Year N-1]</i>
<b>Turnover or equivalent</b>		
<b>Gross operating profit</b>		
<b>Total liabilities</b>		
<b>Equity or equivalent</b>		

<b>Current asset</b>		
<b>Short-term debt (&lt; 1 year)</b>		
<b>Total payroll</b>		

2.3 Affiliated Entity No 1 (Repeat this part as often as is required to include all affiliated entities)

**PROOF OF FINANCIAL CAPACITY** (No 1 - to be repeated for each affiliated entity. This box shall ONLY be filled in the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as the sole beneficiary)

Affiliated entities should provide the following document[s] as evidence of their financial capacity:

- *Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.*
- *Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts.*

[or]

**FINANCIAL CAPACITY OF THE ENTITY** (No 1 - to be repeated for each affiliated entity. This box shall ONLY be filled in the case where several entities satisfy the criteria for being awarded a grant and together form ONE entity, to be treated as the sole beneficiary)

The entity must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned. The indicators refer to the last [two] financial year[s] for which accounts have been closed.

	<b>Year N</b>	<b>[Year N-1]</b>
<b>Turnover or equivalent</b>		
<b>Gross operating profit</b>		
<b>Total liabilities</b>		
<b>Equity or equivalent</b>		
<b>Current asset</b>		
<b>Short-term debt (&lt; 1 year)</b>		
<b>Total payroll</b>		

**2.4 GUARANTEES GRANTED BY THIRD PARTIES**

(applicants should state whether there are any guarantees provided by one or more third party, for example a State guarantee)

**III. INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED**

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**1 DESCRIPTION OF THE ACTION**

*The structure of this template must be followed when preparing your proposal. It has been designed to ensure that the important aspects of your planned work are presented in a way that will enable the SJU to make an effective assessment against the award criteria.*

*Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded.*

**Page limit:** Section III, 1-2 should not be longer than 20 pages. All tables, figures, references and any other element pertaining to these sections must be included as an integral part of these sections and are thus counted against this page limit.

**Title:**

**Reference:**

**EXCELLENCE**

**1. Clarity and pertinence of the proposal**

**2. Soundness of the Concept and feasibility of the proposed methodology**

**3. Added value to the SESAR Programme and benefits are clearly described (ambition).**

**IMPACT**

**1. The expected impact on the deployment of the Active Geofencing Service (AGS) in line with the current policy framework is clearly described.**

**2. The proposal clearly explains to what extent the project contributes to the related standardisation activities (when relevant).**

**3. Effectiveness of the proposed communication activities for promoting the projects and its outcome.**

**QUALITY & EFFICIENCY OF THE IMPLEMENTATION**

**1. Coherence and effectiveness of the proposed work plan**

<b>2. Appropriateness of the proposed management structure and procedures</b>
<b>3. Suitability of the proposed resources assigned to each activity in terms of skills and proposed material.</b>
<b>4. Consistency between the expected project results and the estimated budget.</b>

**2 PLANNED DURATION OF THE ACTION (in months):**

**Planned starting date:**

**TIMETABLE FOR EACH STAGE OF THE ACTION SHOWING MAIN DATES AND EXPECTED RESULTS FOR EACH STAGE** (table to be repeated as many times as necessary)

Please include a *Gantt chart*

	Semester 1						Semester 2					
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12
Preparation Activity 1 (title)												
Implementation Activity 1 (title)												
Preparation Activity 2 (title)												
Etc.												

**LEGAL NOTICE**

Applicants are informed that, under the Financial Regulation applicable to the general budget of the European Union, no grants may be awarded retrospectively for actions already completed. In those exceptional cases accepted by the JU where applicants demonstrate the need to start the action or work programme before the agreement is signed or the decision notified, expenditure eligible for financing may not have been incurred before the grant application was lodged or in the case of an operating grant, before the start of the beneficiary's budgetary year.

**3 BUDGET**

**Estimated Budget — Annex II b**

Applicants must include a detailed estimated budget in balance, in which all costs are given in euros (see model in Annex II b).

Applicants from countries outside the euro zone may use [the conversion rates published in the Official Journal of the European Union, series C, during the month in which they are submitting the application] or [the monthly rate published on the Commission's website at [www.ec.europa.eu/budget/inforeuro/](http://www.ec.europa.eu/budget/inforeuro/)].

**IV. ADDITIONAL FUNDING**

**1 UNION FUNDING**

**1.1 APPLICATIONS AND/OR ONGOING FUNDING OF THE UNION**

Have any of the applicants or affiliated entities received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year?

NO

YES — Continue to the following table

**APPLICATION, GRANT OR ANY OTHER EU FUNDING** — To be specified for each of the applications or obtained grants in the current or previous years (add columns if necessary)

	<b>Programme 1</b>	<b>Programme 2</b>
<b>Title of the action (or part of the action)</b>		
<b>Union Programme concerned</b>		
<b>Union Institution or Body/Agency to which the application was submitted or which took the award decision</b>		
<b>Year of award or application and duration of the operation</b>		
<b>Value of the application, grant or other Union funding</b>		

**LEGAL NOTICE**

Applicants must inform the SJU if any of the above-mentioned applications for funding made to other European Commission departments or Union Institutions or bodies/agencies has been approved by them after the submission of this grant application.

**2 OTHER SOURCES OF EXTERNAL FUNDING — NON UNION**

**2.1 SUPPORT AWARDED**

Have any of the applicants or any of the affiliated entities already received confirmation relating to any external funding for the action?

NO

YES — Continue to the [table in the Annexes (Budget)] [following table]

**CONTRIBUTIONS BY THIRD PARTIES**

The applicants should indicate the details of the third party following the model below — Third parties must be the same as those listed in the budget (add rows if necessary)

<b>Third Party 1</b>	
Official name in full	
Official address	
Estimated amount of funding to be provided for the operation	
Conditions or reservations (if any)	

**2.2 REQUESTED SUPPORT**

Have any of the applicants or any of the affiliated entities requested, applied or are awaiting confirmation relating to external funding for the action?

NO

YES — Continue to the [table in the Annexes (Budget) ] [following table]

**DETAILS OF FUNDS REQUESTED** — The applicant should indicate the details of the requested funds following the model below (add rows if necessary)

**Organisation/Entity Concerned 1**

Name of the organisation	
Official address	
Requested amount	

If processing your reply to the call for proposals involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the call for proposals and will be processed solely for that purpose by SJU. Details concerning the processing of your personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation<sup>1</sup>. For more information, see the Privacy Statement on

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

<sup>1</sup> Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.





By submission of the present application, acceptance of the terms and conditions laid down in the Call for Proposals and its Annexes is confirmed.

Date:

Name of legal representative:

Signature:

## CHECKLIST FOR APPLICANTS

All sections of the application form have been filled in, where appropriate, in accordance with the Call for proposals.	<input type="checkbox"/>
All required supporting documents have been provided	
<ul style="list-style-type: none"> <li>a) LEF (all applicants) duly filled in and signed</li> <li>b) BAF (coordinator or single applicant) duly filled in and signed</li> <li>c) Supporting evidence of LEF (section 6.1 CFP)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1. Declaration on honour on eligibility, exclusion and selection (sections 7.4 and 8.1 CFP) – Annex II a	<input type="checkbox"/>
2. The profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed; or the business plan (for newly created entities), or (section 8.1 CFP)	<input type="checkbox"/>
The table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form (section 8.1 CFP).	<input type="checkbox"/>
3. Appropriate statement from banks or tax declaration or evidence of professional risk indemnity insurance (section 8.1 CFP).	<input type="checkbox"/>
4. Curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications) (section 8.2.3.);	<input type="checkbox"/>
5. The organisation's activity reports (section 8.2.3.);	<input type="checkbox"/>
6. An exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out (section 8.2.3.);	<input type="checkbox"/>
7. A description of the technical equipment, tools or facilities and patents at the disposal of the applicant (section 8.2.3.);	<input type="checkbox"/>
8. Estimated budget of the Action – Annex II b	<input type="checkbox"/>