

Annex I

GRANT APPLICATION FORM FOR

'CALL FOR PROPOSALS MARE/2018/07'

'Common Curriculum for skippers of small commercial vessels'

(Multibeneficiary preparatory action)

The paper version of this application Form, which legally constitutes the application, must be submitted in a sealed envelope, with its supporting documents, by registered mail, by courier service or by hand-delivery to the address indicated in the Call.

We kindly ask you to include an electronic version of the application form in a 'searchable' PDF format.

Instructions:

1. Before filling in this form, please read carefully the text of the Call for Proposals.

An application will be accepted only if it:

- *is submitted on the correct form, completed in full and dated;*
- *meets the submission arrangements set out in the Call;*
- *is submitted by the deadline.*

2. When filling out the form, please note the following:

- *do not exceed the maximum number of pages. It is in your own interest to keep your text concise;*
- *all pages must be numbered;*
- *do not make any format changes to the application form (e.g. margins, font);*
- *illustrations and graphics are accepted (if the maximum number of pages is not exceeded).*
- *All the sections and headings in this application form must be completed. Please mention if a section is not applicable;*
- *Please remember that the proposal will be evaluated exclusively on the basis of the information provided in the application form. Hence, be as clear and comprehensive as possible.*

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 (for further details, see section 12.2 of the Call for Proposals).

REFERENCE NUMBER OF THE CALL FOR PROPOSALS
MARE/2018/07
SUMMARY OF THE APPLICATION
Title: Common curriculum for skippers of small commercial vessels
Identity of the Lead Applicant:
Summary of the action:
Duration (in months):
Requested amount (in €):

SUMMARY OF PROJECT CONSORTIUM		
Applicant Nr.	Applicant Organisation's Name	Country
<i>1 (Coordinator)</i>		
<i>2(Co-applicant)</i>		
<i>3</i>		
<i>4</i>		
<i>5</i>		
<i>Add lines if necessary</i>		

I. INFORMATION ON THE APPLICANTS

1 REFERENCES OF THE APPLICANTS

1.1 Lead Applicant - Coordinator

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):

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:	

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

1.2 Co-applicant No 1 (Repeat this part as often as is required to include all co-applicants).

1.2.1 IDENTITY OF THE APPLICANT
Official name in full:
Acronym:
(if applicable)

Official legal form: (Not applicable if the applicant is a natural person)
Legal personality ¹ : (Reply by "YES" or "NO") (In case you answered with "NO"): For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf:
Place of establishment or registration: (Address and country)
Entity registration number: (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent)
VAT number (if applicable):

The legal details are attached in the Legal Entity Form (Annex VI (a) of the Call for Proposals)

1.2.2 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.

1.2.3 CONTACT PERSON RESPONSIBLE FOR THE PROPOSAL (not to be filled in for natural persons – instead, conform to Section 6.1 of the Call for Proposals, a photocopy of identity card and/or passport must be annexed to this form)

¹ Legal personality is understood as applicant's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

Family name:	First Name:
Position/Function:	
Telephone:	Mobile:
Fax:	
E-mail address:	
1.2.4 LEGAL REPRESENTATIVE (PERSON AUTHORISED TO SIGN THE INTERNAL COOPERATION AGREEMENT) (not to be filled in for natural persons)	
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 <u>sole beneficiary</u> .)
Official name in full:
Acronym: (if applicable)
Official legal form: (Not applicable if the applicant is a natural person)
Legal personality ² : (Reply by "YES" or "NO"): (In case you answered with "NO"): For entities with no legal personality under national law please indicate the representative empowered to take part in court proceedings on their behalf:
Place of establishment or registration: (Address and country)
Entity registration number: (Not applicable if the applicant is a public-sector body. For natural persons, the applicant should indicate the number of his/her identity card or, failing that, of his passport or equivalent.)

² Legal personality is understood as entity's capacity to sign contracts and constitute a party in court proceedings under the applicable national legislation.

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.

2 PROFILES OF THE APPLICANTS

Please provide a short description of the consortium including affiliated entities. An organigramme is encouraged. Where appropriate, include information on profile with respect to the eligibility criteria indicated in section 6.1 of the Call.

2.1 Lead Applicant - Coordinator

PROFILE OF THE LEAD APPLICANT — GENERAL AIMS AND ACTIVITIES

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

- Public authority
- Other public body
- International Organisation
- Non-profit making civil society organisation (NGO)
- Maritime educational and training establishment
- Other educational and training establishment
- Professional association for skippers
- Other professional or sectoral association
- University/research centre/research institute

- SME
- Other profit-making private entity
- Natural Person
- Other (please specify)

2.2 Co-applicants (Repeat this part as often as is required to include all applicants)

PROFILE OF THE CO-APPLICANT — GENERAL AIMS AND ACTIVITIES
The entity shall state its legal status by ticking one or several options
<input type="checkbox"/> Public authority
<input type="checkbox"/> Other public body
<input type="checkbox"/> International Organisation
<input type="checkbox"/> Non-profit making civil society organisation (NGO)
<input type="checkbox"/> Maritime educational and training establishment
<input type="checkbox"/> Other educational and training establishment
<input type="checkbox"/> Professional association for skippers
<input type="checkbox"/> Other professional or sectoral association
<input type="checkbox"/> University/research centre/research institute
<input type="checkbox"/> SME
<input type="checkbox"/> Other profit-making private entity
<input type="checkbox"/> Natural Person
<input type="checkbox"/> Other (please specify)

2.3 Affiliated Entities (Repeat this part as often as is required to include all affiliated entities)

PROFILE OF THE AFFILIATED ENTITY— GENERAL AIMS AND ACTIVITIES
The entity shall state its legal status by ticking one or several options
<input type="checkbox"/> Public authority
<input type="checkbox"/> Other public body

- International Organisation
- Non-profit making civil society organisation (NGO)
- Maritime educational and training establishment
- Other educational and training establishment
- Professional association for skippers
- Other professional or sectoral association
- University/research centre/research institute
- SME
- Other profit-making private entity
- Natural Person
- Other (please specify)

II. OPERATIONAL AND FINANCIAL CAPACITY

1 OPERATIONAL CAPACITY

Applicants must have the technical competencies as well as appropriate qualifications necessary to complete the proposed project. In this respect, applicants have to submit the following supporting documents as required in point 8.2 of the Call for Proposals:

- a succinct (maximum 5 pages) description of each member of the consortium, particularly focusing on its principal activities over the past 10 years and any projects and activities performed by it during that period which are connected to the policy field of this call and the actions to be carried out under its terms of reference. Website links may be given (for further information). For newly created entities, please include relevant experience of its staff to demonstrate the operational capacity necessary to implement the project activities;
- summarised curriculum vitae (maximum 2 pages each) of the key persons responsible for managing and implementing the project (accompanied where appropriate, by a list of relevant publications).

Each applicant and affiliated entity must therefore provide a description of its relevant competence and previous experience, as well as profiles or CVs of the key persons linked to it who will be managing and implementing the project, as a proof of its capacity to implement the action effectively.

These must be appended to this Form as Appendixes 1 (Description of Competence and Experience) and 2 (Key persons) respectively.

The Commission may request further supporting documents to confirm the operational capacity.

1.1 Lead Applicant – Coordinator

Operational role in the project (activities it is implementing):	
Budgetary share of the project	
Summary description of competence and experience, as these will be applied to the activities listed under Section III (below) for which the Coordinator is responsible	
Key persons linked to the Coordinator and their roles/functions in the activities of the previous row	

1.2 Co-applicants (Repeat this part as often as is required to include all applicants)

Operational role in the project (activities it is implementing):	
Budgetary share of the project	
Summary description of competence and experience, as these will be applied to the activities listed under Section III (below) for which the Co-applicant is responsible	
Key persons linked to the Co-applicant and their roles/functions in the activities of the previous row	

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

Operational role in the project (activities it is implementing):	
Budgetary share of the project	
Summary description of competence and experience, as these will be applied to the activities listed under Section III (below) for which the Affiliated Entity is responsible	
Key persons linked to the Affiliated Entity and their roles/functions in the activities of the previous row	

2 FINANCIAL CAPACITY

LEGAL NOTICE

For grants of or below EUR 60 000 as well as for grants to public bodies and international organisations the only supporting document to be required is the Declaration on Honour provided in Annex IV of the Call for Proposals.

PROOF OF FINANCIAL CAPACITY

As evidence of their financial capacity, as defined in point 8.1 of the Call for Proposals:

- For those individual applicants (other than the lead applicant/coordinator) requesting an EU contribution of \leq EUR 60 000 as part of the overall grant amount, only the declaration on honour.
- For the Lead Applicant/Coordinator and all other applicants requesting an EU contribution of $>$ EUR 60 000 as part of the overall grant amount, the following supporting documents:
 - a declaration on honour (to be provided by each of the applicants),

AND (unless they are public bodies or international organisations)

- EITHER
 - the profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed, as per template provided in Annex V of the Call for Proposals, filled in with the relevant accounting figures;
 - for newly created entities: the business plan if the above documents are not yet available;
- OR
 - the simplified balance sheet for the same year as per template provided in Annex V of the Call for Proposals, filled in with the relevant accounting figures.

N.B: On the basis of article 131(3) FR, public bodies and international organisations, such applicants are considered to have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. For these entities, apart from the declaration on honour, no additional supporting documents are necessary.

2.1 Lead Applicant – Coordinator

PROOF OF FINANCIAL CAPACITY

- Submit the relevant supporting documents as requested in point 2.0 above

2.2 Co-applicants (Repeat this part as often as is required to include all applicants)

PROOF OF FINANCIAL CAPACITY

- Submit the relevant supporting documents as requested in point 2.0 above

2.3 Affiliated Entities (Repeat this part as often as is required to include all affiliated entities)

PROOF OF FINANCIAL CAPACITY

- Submit the relevant supporting documents as requested in point 2.0 above

The Commission may request further supporting documents to confirm the financial capacity.

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

1 DESCRIPTION OF THE ACTION

Please refer to sections 1 and 2 of the Terms of Reference of this Call for Proposals

Nota Bene: the text of the proposed action must follow the sections and headings given below. Any deviation from this structure will lead to rejection of the proposal.

Title: Common curriculum for skippers of small commercial vessels

Reference: MARE/2018/07

Extent of coverage

a) List the Member States which will be covered by the action, specifying how they will be covered (i.e. what will be done there)

b) For any action in a non-EU country around the Mediterranean or Black Sea, explain its relevance for the free movement of skippers of small commercial vessels based in the EU.

c) For the Member States Greece, Italy, France, Spain and Germany, list the principal items of legislation in force in these countries which govern the award of professional skippers' licences.

d) For the Member States Greece, Italy, France, Spain and Germany, list the competent authorities or agencies (as accurately as possible, i.e. down to the level of departments/units or officials, which are responsible for this legislation and for the award of professional skippers' licences),

Section 1 Initial assessments, mapping, compiling of information, synthesis of core curriculum

Heading 1: Assessment of existing European and international qualification standards and initiatives, definition of the scope of the action in terms of vessels and skippers

Heading 2: Methodology to map, analyse and compile available information about national qualifications and training curricula, and validation of experience acquired outside formal training.

Heading 3: Extent of the sectoral coverage, i.e. the spectrum of professional, educational/vocational, non-governmental and any other relevant organisations which is to be targeted by the mapping.

Heading 4: Methodology to achieve synthesis of a core curriculum by combining elements of national qualifications and training curricula, which are found by the mapping and analysis.

Heading 5: Process for listing elements which are not common from Member State to Member State, as 'national specific qualifications'.

Heading 6: Methodology for comparisons between the "core curriculum" and the "national specific qualifications" versus the STCW requirements for passenger vessels and any current proposal for the qualification of skippers at the IMO level.

Heading 7: Assessment of proportionality of any proposed follow-up actions

Section 2 Consultation and follow-up

Heading 1: Consultation of stakeholders – method proposed, range of stakeholders targeted

Heading 2: Consultation of Member State authorities – method proposed, range of authorities targeted

Heading 3: Proposed structure and editing process for the consultation reports about stakeholder and Member State attitudes

Heading 4: Method for facilitating synergies or any other relevant interaction (networks, linkages) between interested parties

Heading 5: Formulation of follow-up actions and policy suggestions

Heading 6: Strategies or actions to ensure that the results of the project will be as lasting as possible

Heading 7: Discussion of the overall expected relevance of the proposed working methodology, and of its results in terms of project outcomes, towards achieving the objectives of the action as a whole, and generating results directly usable by stakeholders and competent authorities.

Section 3 Dissemination

Heading 1: Content and production process for presentation towards professional skippers about additional qualifications and extra courses needed to operate in more than one Member State

Heading 2: Proposal and planning for a potential closing workshop gathering the Member States and the Commission

Section 4 Governance, work plan and budget

Heading 1: Internal organisation of the work (what will be done?)

Heading 2: Internal organisation of the consortium (Who will do what? Explain the choice

of the applicant organisations, how they complement one another and how the consortium members intend to distribute the tasks among themselves in order to meet the project objectives. Which activities will be undertaken by the affiliated entities, if applicable? The roles of the identified key personnel should be clearly described)

Heading 3: Time planning (when will each activity be done?)

Heading 4: Project management set-up (how will all the above be coordinated and supervised?)

Heading 5: Project progress monitoring and risk management

Heading 6: Allocation of resources, both personnel and financial (i.e. explaining the figures in the Annex III budget table). Which part of the action will be subcontracted (list main activities to be outsourced)?_Please note that project management activities cannot be subcontracted.

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 or extended as many times as necessary)

	Semester 1						Semester 2					
Activity	Month 1	2	3	4	5	6	7	8	9	10	11	12

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 Commission 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

Please fill in and attach the Estimated Budget — Annex III

Applications must include a detailed estimated budget in balance, in which all costs are given in euros. Applicants from countries outside the euro zone may use the monthly rate published on the Commission's website at www.ec.europa.eu/budget/inforeuro/.

Please fill in the Summary (in Euros):

- a) Eligible costs:
- b) Total Costs
- c) Requested Union Funding:
- d) Rate of funding requested:

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)

	Programme 1	Programme 2
Title of the action (or part of the action)		
Union Programme concerned		
Union Institution or Body/Agency to which the application was submitted		

or which took the award decision		
Year of award or application and duration of the operation		
Value of the application, grant or other Union funding		

LEGAL NOTICE

Applicants must inform the Commission department to which this application is submitted 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)

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)

Third Party 1	
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)

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 the Head of Unit MARE A2. Details concerning the processing of your personal data are available on the privacy statement at: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

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 Regulation³. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

Annexes to be attached to this Application Form:

- Annex III Estimated Budget
- Annex IV Declarations of honour by the applicants
- Annex V Simplified Balance Sheet/Profit and loss account and balance sheet
- Annex VI Mandate for power of attorney

CHECKLIST FOR APPLICANTS

All sections of the application form have been filled in, where appropriate.	<input type="checkbox"/>
The Estimated Budget annex III has been duly filled in and is attached.	<input type="checkbox"/>
The profit and loss account as well as the balance sheet for the last	<input type="checkbox"/>

³ 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.

financial year for which the accounts were closed OR the simplified balance sheet for the same year (as per templates provided in Annex V of the Call for Proposals, filled in with the relevant accounting figures), have been provided	
The declaration(s) on honour has (have) been signed and attached.	<input type="checkbox"/>
The mandate for power of attorney has (have) been signed and attached	<input type="checkbox"/>