



EXECUTIVE AGENCY FOR HEALTH AND CONSUMERS

FINANCIAL CONTRIBUTION FOR THE FUNCTIONING OF EUROPEAN CONSUMER ORGANISATIONS

Call N°: EAHC/2010/CP/OG-ACTION5

Application form 2010

Action 5 of Decision No 1926/2006/EC of the European Parliament and of the Council establishing a programme of Community action in the field of consumer policy (2007-2013)

Executive Agency for Health and Consumers - Consumers and Food Safety Unit, L-2920 Luxembourg

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1 GENERAL INFORMATION ON THE APPLICANT ORGANISATION

1.1 Applicant organisation

Organisation official name			
Organisation short name		Legal status	Public / Private

1.2 Official address

Street name and number			
PO Box		Post Code	
Town		Country	
Internet address			

1.3 Legal representative of the organisation

Surname		First name	
Title		Gender	
Phone		Fax	
Position			
e-mail			

1.4 Coordinator

(Contact person in charge of the coordination of proposed activities)

Surname		First name	
Title		Gender	
Phone		Fax	

Position		
e-mail		

2 ELIGIBILITY CRITERIA

The information provided under this section will be used to establish whether the applicant organisation complies with the **eligibility criteria** for European Union funding, as set out in the Programme Decision EC 1926/2006.

2.1 Description of the main activities and objectives of the applicant organisation

Free section

2.2 Overall description of the sources of funding

Please specify the amount and percentage related to each source of funding, free section

2.3 Supporting documents

Document	Annex number
Statement of independence <i>EAHC Template</i>	Annex I.
Declaration of commitment of members of the European organisation confirming the mandate given to the applicant	Annex II.

<i>EAHC Template</i>	
Copy of the official registration certificate <i>Free template</i>	Annex III.
Copy of the articles of association <i>Free template</i>	Annex IV.
Copy of the internal rules of the applicant organisation <i>Free template</i>	Annex V.
Updated list of members of the applicant organisation <i>Free template</i>	Annex VI.

3 EXCLUSION CRITERIA

Applicants must certify that they are not in one of the situations listed in Article 93(1), 94 and 96(2)(a) of the Financial Regulation.

3.1 Supporting documents:

Document	Annex number
Declaration of Honour <i>EAHC Template</i>	Annex VII.

4 SELECTION CRITERIA - FINANCIAL AND OPERATIONAL CAPACITY OF THE APPLICANT ORGANISATION

4.1 Financial capacity of the applicant organisation

4.1.1 *Specify the financial contribution made by each of the members.*

Free section

4.1.2 Supporting documents

Document	Annex number
Copy of the organisation's annual accounts for the last financial year <i>Free template</i>	Annex VIII.
For newly established organisations a copy of last financial year annual accounts of each member <i>Free template</i>	Annex IX.
Financial Viability check. <i>EAHC excel template</i> . “Annex_X_Viability_Check_OG_2010.xls”	Annex X.
Detailed forward budget for 2011. <i>EAHC excel template</i> . “Annex_XI_Detailed_Budget_OG_2010.xls”	Annex XI.
Financial identification form. <i>DG BUDGET, Web template</i> http://ec.europa.eu/budget/info_contract/ftiers_en.htm	Annex XII.
Legal entity form. <i>DG BUDGET, Web template</i> http://ec.europa.eu/budget/info_contract/legal_entities_en.htm	Annex XIII.
An external audit report produced by an approved auditor, in case of a requested co-funding in excess of € 100 000 <i>Free template</i>	Annex XIV.

4.2 Operational capacity of the applicant organisation

Only organisations with the necessary operational resources, skills and professional experience may be awarded a grant.

4.2.1 Organisation's experience in the sector covered by this call

Free section

4.2.2 Previous financial contributions

Please specify any references relating to participation in actions in the past three financial years financed by a European institution or body, conclusion of grant agreements, conclusion of contracts with the Commission or other international organisations and Member States¹.

<i>EU Programme</i>	<i>Title of project/operating grant/contract</i>	<i>Agreement signature year and duration</i>	<i>Total cost of activity</i>	<i>EU funding received</i>

Please use more lines if required.

4.2.3 Has your organisation submitted, or does it intend to submit, a grant application for the same activities to another EU institution or body?

YES ☐ NO ☐

If YES:

Please specify the Directorate-General of the Commission, the other EU institution or body, and the European Union programme concerned, and the stage your application has reached:

4.2.4 Supporting documents

Document	Annex number
Copy of organisation's most recent annual activity report Free template	Annex XV.
For newly constituted organisations:	Annex XVI.

¹ It is essential to mention EU funding already received in the last three financial years..

- CV of members of management board. <i>Free template</i> - Annual activity reports of organisation members. <i>Free template</i>	
CV of project leader mentioned in section 1.4 <i>Free template</i>	Annex XVII.
Brief CV and job description of the key personnel involved in the implementation of the work programme. <i>Free template</i>	Annex XVIII.

5 DEMONSTRATING COMPLIANCE WITH AWARD CRITERIA

When answering the questions below, please specify how your work programme fulfils all these criteria.

5.1 Is the work programme consistent with the objectives of European consumer policy?

Free section

5.2 Does the work programme contribute towards the integration of consumer interests into other European Union policies?

Free section

5.3 Does the work programme contribute towards strengthening the representation of consumer organisations in the new Member States?

Free section

5.4 Does the work programme describe the organisation's activities as regards representing consumer interests and expressing consumers' concerns to institutions, interest groups, the media and the general public?

Free section

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5.5 Does the work programme describe the organisation's activities as regards encouraging its members to take a more active stance on European issues with their various contact partners at both European and national level?

<i>Free section</i>

5.6 Does the work programme guarantee the general visibility of both the organisation and its activities?

<i>Free section</i>

5.7 Is the work programme clear, realistic and well detailed, particularly in respect of the following aspects:

- Clarity of the objectives and their suitability for achieving the desired results;
- description of the planned activities;
- timetable.

<i>Free section</i>

5.8 Is the work programme cost-effective and thus demonstrate that the budget is commensurate with the resources to be used?

<i>Free section</i>

5.9 Does the work programme state what the evaluation mechanisms will be and what result indicators will be used to make it possible to verify that the objectives of the work programme have been achieved?

Free section

5.10 Supporting documents

Document	Annex number
Work Programme containing: <i>EAHC template:</i> <ul style="list-style-type: none">• Part A - Multi-annual Work Programme 2011-2014• Part B - Annual Work programme 2011	Annex XIX.

6 SIGNATURE OF THE LEGAL REPRESENTATIVE OF THE ORGANISATION AS DEFINED IN SECTION 1.3

I declare that the information contained in this application is correct and that I have not withheld any information, wholly or in part, from EAHC.

Name of the applicant organisation:

Name of the representative of the organisation signing the application:
.....

Position:

Date: .././....

Place:

Signature:

7 CHECK LIST

All document to be provided in one (1) original and three (3) copies, accompanied by an electronic copy on CD-ROM.

Annex N°	Document	
	This application form, duly completed, signed and dated in section 6	<input type="checkbox"/>
	Supporting documents of section 2.2	
Annex I.	- Statement of independence	<input type="checkbox"/>
Annex II.	- Declaration of commitment of members	<input type="checkbox"/>
Annex III.	- Copy of the official registration certificate	<input type="checkbox"/>
Annex IV.	- Copy of the articles of association	<input type="checkbox"/>
Annex V.	- Copy of the internal rules of the applicant organisation	<input type="checkbox"/>
Annex VI.	- Updated list of members of the applicant organisation	<input type="checkbox"/>
	Supporting documents of section 3.1	
Annex VII.	- Declaration of Honour	<input type="checkbox"/>
	Supporting documents of section 4.1.2	
Annex VIII.	- Copy of the organisation's annual accounts for the last financial year	<input type="checkbox"/>
Annex IX.	- For newly established organisations a copy of last financial year annual accounts of each member	<input type="checkbox"/>
Annex X.	- Financial Viability check (excel file)	<input type="checkbox"/>
Annex XI.	- Detailed forward budget for 2011 (excel file)	<input type="checkbox"/>
Annex XII.	- Financial identification form	<input type="checkbox"/>
Annex XIII.	- Legal entity form	<input type="checkbox"/>
Annex XIV.	- An external audit report produced by an approved auditor, in case of a requested co-funding in excess of € 100 000	<input type="checkbox"/>
	Supporting documents of section 4.2.4	
Annex XV.	- Copy of organisation's most recent annual activity report	<input type="checkbox"/>
Annex XVI.	For newly constituted organisations: - CV of members of management board. - Annual activity reports of organisation members.	<input type="checkbox"/> <input type="checkbox"/>
Annex XVII.	- CV of coordinator mentioned in section 1.4	<input type="checkbox"/>
Annex XVIII.	- Brief CV and job description of the key personnel involved in the implementation of the work programme	<input type="checkbox"/>
	Supporting documents of section 5.10	
Annex XIX.	Work Programme containing: • Part A - Multi-annual Work Programme 2011-2014 • Part B - Annual Work programme 2011	<input type="checkbox"/>

Please mark N/A next to the checkbox if the document is not applicable in your case.

Signature and date:

SUPPORTING DOCUMENTS

Please insert the relevant supporting document

ANNEX I - STATEMENT OF INDEPENDENCE

I, the undersigned,....., being the legal representative of
(*indicate name of organisation*) declare on my honour and hereby certify that
(*indicate name of organisation*)is:

a non-governmental organisation;

a non-profit organisation;

independent of industry and commercial, professional or other conflicting
interests.

Date:/....../....

Signature:

ANNEX II - DECLARATION OF COMMITMENT OF MEMBERS

To be completed, on headed paper, by each consumer organisation which is a member of the applicant European organisation

I, the undersigned,, being the legal representative of (*indicate name of national body*) hereby certify that this:

is a national consumer organisation that is representative of consumers in accordance with national rules or practice in (*indicate Member State*),

is a consumer organisation which is active at regional or national level (*indicate the applicable level - regional or national - and delete the non applicable*),

authorises (*indicate name of organisation*) to represent the interests of consumers at European level.

Date: / /

Signature:

ANNEX III - COPY OF THE OFFICIAL REGISTRATION CERTIFICATE

PLEASE ADD HERE

COPY OF THE OFFICIAL REGISTRATION CERTIFICATE

free template

ANNEX IV - COPY OF THE ARTICLES OF ASSOCIATION

PLEASE ADD HERE

COPY OF THE ARTICLES OF ASSOCIATION

free template

ANNEX V - COPY OF THE INTERNAL RULES OF THE APPLICANT ORGANISATION

PLEASE ADD HERE

COPY OF THE INTERNAL RULES OF THE APPLICANT ORGANISATION

free template

ANNEX VI - UPDATED LIST OF MEMBERS OF THE APPLICANT ORGANISATION

PLEASE ADD HERE

UPDATED LIST OF MEMBERS OF THE APPLICANT ORGANISATION

free template

ANNEX VII - DECLARATION OF HONOUR

I, the undersigned,, authorised to represent the applicant, hereby request a grant with a view to implementing work programme on the terms laid down in this application.

I certify that the information contained in this application is correct and that the applicant has not received or applied for any other European Union funding to carry out the work programme which is the subject of this grant application.

I certify on my honour that the applicant is not in one of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation², which would exclude it from receiving EU grants. More specifically, I declare that the applicant:

- is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors or suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or Regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata;
- is not guilty of grave professional misconduct proven by any means which the authorising officer responsible can justify;
- has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;
- is not currently subject to an administrative penalty for having been found guilty of serious misrepresentation in supplying the information required by the authorising officer's department, or for failing to supply such information, or for having been declared to be in serious breach of contract for failure to comply with its contractual obligations subsequent to a procurement procedure or another grant award procedure financed by the EU budget;
- is not subject to a conflict of interest;
- is not guilty of misrepresentation in supplying the information required by the authorising officer's department or of failing to supply this information.

I have been informed that, under the Financial Regulation and the Implementing rules³, applicants found guilty of misrepresentation may be subject to administrative and financial penalties in accordance with the conditions laid down in the Regulations.

² Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, amended by Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 and Council Regulation (EC, Euratom) No 1525/2007 of 17 December 2007

³ Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation amended by Commission Regulation (EC, Euratom) EAH/2010/CP/OG-ACTION5 Application form 2010

The administrative penalties consist of being excluded from all contracts or grants financed from the European Union budget for a maximum of five years from the date on which the infringement is established, as confirmed after an adversarial procedure with the applicant. This period may be extended to ten years in the event of a repeat offence within five years of the first infringement. Applicants who are guilty of making false declarations may also receive financial penalties representing 2% to 10% of the value of the grant being awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

Organisation's official name	Signature	Official stamp
Title, name and first name of authorised representative		
Function of authorised representative	Date	

Processing your grant application will involve the recording and processing of personal data (such as names, addresses, CVs, etc.). This data will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 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 data⁴. Unless otherwise stated, the replies to the questions in this form and the personal data requested are necessary in order to evaluate your grant application and they will be processed solely for that purpose by the Executive Agency for Health and Consumers. On request, you may obtain access to your personal data and you may correct any inaccurate or incomplete personal data. For any question relating to the processing of your personal data, you may contact the responsible unit. You are entitled to contact the European Data Protection Supervisor about the processing of your personal data at any time.

You are informed that, to ensure that the European Union's financial interests are protected, your personal data may be communicated to internal audit services, the European Court of Auditors, the body specialising in financial irregularities or the European Anti-Fraud Office (OLAF).

The data of applicants in any of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation may be included in a central exclusion database and communicated to

No 1261/2005 of 20 July 2005, by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006³ and by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007

⁴ Official Journal L 8, 12.1.2001.

designated persons in the Commission, the other institutions, agencies, authorities and bodies referred to in Article 95(1) and 95(2) of the Financial Regulation. This also applies to those with power of representation, decision-making power or powers of control in respect of such applicants. Following a request to EAHC's Accounting Officer, anyone registered in the database is entitled to be informed of the data recorded about them.

For more information on data protection, please check:

http://ec.europa.eu/eahc/about/data_protection.html.

**Annex VIII - COPY OF THE ORGANISATION'S ANNUAL ACCOUNTS FOR THE LAST
FINANCIAL YEAR**

PLEASE ADD HERE

COPY OF THE ORGANISATION'S ANNUAL ACCOUNTS FOR THE LAST FINANCIAL YEAR

free template

**ANNEX IX - FOR NEWLY ESTABLISHED ORGANISATIONS A COPY OF LAST FINANCIAL
YEAR ANNUAL ACCOUNTS OF EACH MEMBER**

PLEASE ADD HERE

A COPY OF LAST FINANCIAL YEAR ANNUAL ACCOUNTS OF EACH MEMBER

(if applicable)

free template

ANNEX X - FINANCIAL VIABILITY CHECK (EXCEL FILE)

PLEASE ADD HERE

FINANCIAL VIABILITY CHECK (EXCEL FILE)

EAHC excel template

ANNEX XI - DETAILED FORWARD BUDGET FOR 2011 (EXCEL FILE)

PLEASE ADD HERE

DETAILED FORWARD BUDGET FOR 2011 (EXCEL FILE)

EAHC excel template

ANNEX XII - FINANCIAL IDENTIFICATION FORM

PLEASE ADD HERE

FINANCIAL IDENTIFICATION FORM

http://ec.europa.eu/budget/info_contract/ftiers_en.htm

DG BUDGET, Web template

ANNEX XIII - LEGAL ENTITY FORM

PLEASE ADD HERE

LEGAL ENTITY FORM

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm

DG BUDGET, Web template

**ANNEX XIV - AN EXTERNAL AUDIT REPORT PRODUCED BY AN APPROVED AUDITOR, IN
CASE OF A REQUESTED CO-FUNDING IN EXCESS OF € 100 000**

PLEASE ADD HERE

**EXTERNAL AUDIT REPORT PRODUCED BY AN APPROVED AUDITOR, IN CASE OF A
REQUESTED CO-FUNDING IN EXCESS OF € 100 000**

free template

ANNEX XV - COPY OF ORGANISATION'S MOST RECENT ANNUAL ACTIVITY REPORT

PLEASE ADD HERE

COPY OF ORGANISATION'S MOST RECENT ANNUAL ACTIVITY REPORT

free template

ANNEX XVI - FOR NEWLY CONSTITUTED ORGANISATIONS

PLEASE ADD HERE

CV OF MEMBERS OF MANAGEMENT BOARD.

ANNUAL ACTIVITY REPORTS OF ORGANISATION MEMBERS

free template

ANNEX XVII - CV OF COORDINATOR MENTIONED IN SECTION 1.4

PLEASE ADD HERE

CV OF COORDINATOR MENTIONED IN SECTION 1.4

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**ANNEX XVIII - BRIEF CV AND JOB DESCRIPTION OF THE KEY PERSONNEL INVOLVED IN
THE IMPLEMENTATION OF THE WORK PROGRAMME**

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**BRIEF CV AND JOB DESCRIPTION OF THE KEY PERSONNEL INVOLVED IN THE
IMPLEMENTATION OF THE WORK PROGRAMME**

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ANNEX XIX - WORK PROGRAMME

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WORK PROGRAMME COTAINING

PART A - MULTI-ANNUAL WORK PROGRAMME 2011-2014

PART B - ANNUAL WORK PROGRAMME 2011

EAHC template