


Module 2 – Suggested Methodology for Completing the Application Form

Please note the following:


- If your proposal relates to Lot 1a and/or Lot 1b you should request the technical modules entitled Cluster Development and Value Chains Development to assist in the development of the LogFrame.
- If your proposal relates to Lot 2 you should request the technical module entitled BIO/BMO Capacity and Resource materials attached to assist in the development of the LogFrame.

There is no right or wrong way in which to develop the full application form. The most difficult aspect is to convert the idea of what is to be achieved into a format that defines, clearly, what the idea is, how it is to become a reality, when will it become a reality, what needs to be done to make it a reality and how much is it likely to cost.

There are many different techniques and methodologies to achieve the above. However the preparation of this specific grant application form is to be achieved in a manner that is compliant with EU procurement procedures, or as it is more widely known, PRAG – Practical Guide to Contract procedures for external relations¹. In this context the specific requirement is that each applicant is required to develop the full application utilising the Logical Framework (LogFrame) technique. A copy of the standard [Logframe](#) template is attached to this module and is available from www.euinspired.org.bd - [Annex C - Logical Framework](#) .

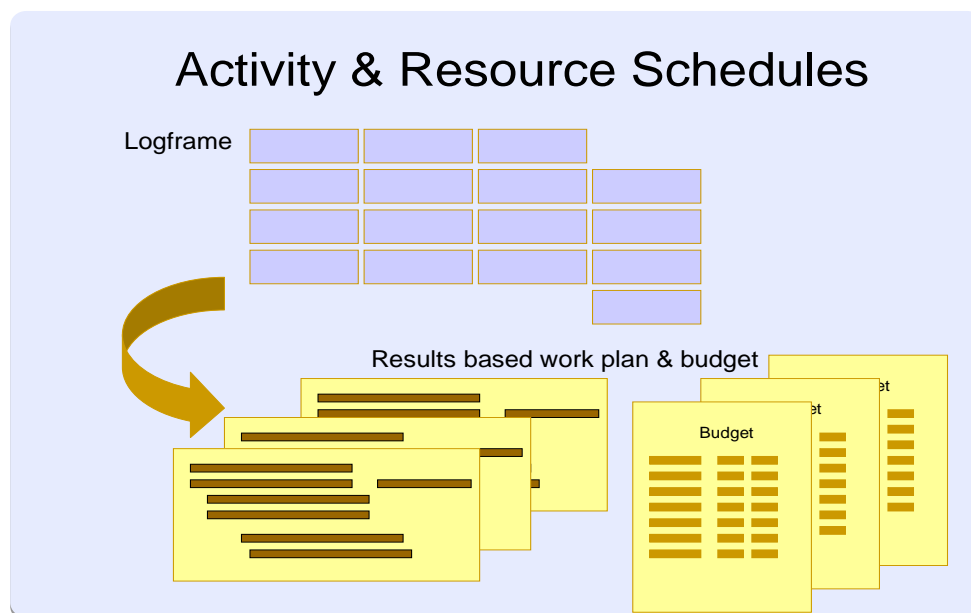
In addition to the LogFrame, the applicant is also required to demonstrate how, what, when, and by whom the proposal will be implemented. Additionally, the applicant is required to indicate the costs attributed to the project. This is done by incorporating an Action Plan (also known as a Gantt Chart) in the application form. An example of an [Action Plan](#) is attached to this module.

To support the development of the above documents three further documents are utilised: Activity Schedule, Resource Schedule and Budget Schedules. A copy of suitable templates for the [Activity Schedule](#), [Resource Schedule](#) and Budget are attached to this Module.

In respect of the Budget Schedules, there are three standard worksheet templates: [Budget, Justification](#) and [Sources of Funding](#). The examples of these are attached to this Module. Standard templates for the budget, which must be used, can be accessed from www.euinspired.org.bd. (Grant Scheme - Full Application Documents - [Annex B - Budget](#) ).

An overview of how specific project information is developed and then transferred to the respective documents is given in the following diagram.

¹ http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/



We would suggest that the most logical approach to preparing the full application form is to adopt the following process:

Stage 1 – Develop a first draft LogFrame.

Stage 2 – Develop a first draft Action Plan.

Stage 3 – Prepare a first draft Activity Schedule and Resource Schedule for the first draft of the Action Plan and LogFrame. The Resource Schedule indicates the resources to be engaged/purchased/rented/contracted together with related costs.

Stage 4 – Prepare a first draft Budget for the Action Plan, Activity Schedule, Resource Schedule and LogFrame. The Budget is a detailed breakdown of costs associated with the Resource Schedule. **You must use the standard MS Excel Budget templates - [Annex B - Budget](#) - in finalising budget details.**

Stage 5 – Repeat Stages 1 to 4.

Continue this reiterative process until you are satisfied that you have summarised all the activities to be undertaken, identified timescales for commencing and concluding all activities, estimated all direct and indirect costs, identified quantitative results, identified the sources of verification for results and indicated the assumptions upon which the project and its outputs are based.

It is important to ensure that all resource schedule costs are linked, clearly, to corresponding activities on the Action Plan. This is best done by allocating each activity and corresponding resource with the same reference under the 'Activity' column on the Action Plan, Resource Schedule and Budget.

As mentioned earlier, the budget is calculated and presented utilising three standard templates entitled as:

1. Budget.
2. Justification.
3. Expected sources of funding.

Copies of the standard templates for each of the above are attached to this Module.


Grant Aid Tutorial Questions

The objective of this set of questionnaires is to facilitate a deeper understanding of both the administrative and technical requirements for preparation and submission of a grant application.

Apart from questions relating to the 'Case Study' tasks, all answers are to be found in different sections of the following three documents:

SCGS Guidelines - [Guidelines for Applicants](#) 

SCGS Grant Application Form - [Annex A - Grant Application Form](#) 

Corrigendum No 1 - [Corrigendum](#) 

In each of the above documents you will find specific references to other EU documents for further clarification. In cases where you are unsure as to how, or if, these affect your response you are encouraged review the reference to clarify your understanding.

Consultant:

Return Date:

e-mail:

Module 2 – Suggested methodology for completing the application form.

Based on Module 2 tutorial, could you please respond, in your own words, to the following:

1. What is the main document used to develop the detailed proposal?
2. Developing the main document, identified in question 1, relies on a number of other supporting documents; name each?
3. Calculating proposal budgets utilises three standard templates; name each one?
4. What is the recommended basis upon which the estimated duration of activities is to be calculated?
5. Explain difference between the construction of the action plan for the first 12 months and subsequent years?
6. The subsequent years of a project, over 12 months, is to be divided into periods; state the required period?
7. What is the requirement for receipt of new pre-financing payments after the first 12 months?
8. What information/data would you use to create the Resource Schedule?

Annex to Module 2. Logical Framework

Developing the Logical Framework			
Overall objective	Objectively verifiable indicators	Sources of verification	Assumptions
<i>What are the overall broader objectives to which the action will contribute?</i>	<i>What are the key indicators related to the overall objectives?</i>	<i>What are the sources of information for these indicators?</i>	<i>Leave this box blank</i>
Specific objective	Objectively verifiable indicators	Sources of verification	Assumptions
<i>What specific objective is the action intended to achieve to contribute to the overall objective?</i>	<i>Which indicators clearly show that the objective of the action has been achieved?</i>	<i>What are the sources of information that exist or can be collected? What are the methods required to get this information?</i>	<i>Which factors and/or conditions outside the Beneficiary's responsibilities are necessary to achieve that objective? (external conditions). Which risks should be taken into consideration?</i>
Results	Objectively verifiable indicators	Sources of verification	Assumptions
<i>The results are the outputs envisaged to achieve the specific objective. What are the expected results? (enumerate them).</i>	<i>What are the indicators to measure whether and to what extent the action achieves the expected results?</i>	<i>What are the sources of information for these indicators?</i>	<i>What external conditions must be met to obtain the expected results on schedule?</i>
Activities	Means	Costs	Assumptions
<i>What are the key activities to be carried out and in what sequence in order to produce the expected results?(group the activities by result)</i>	<i>MEANS: What are the means required to implement these activities, e.g. personnel, equipment, training, studies, supplies, operational facilities etc.</i>	<i>What are the sources of information about action progress? COSTS: What are the action costs? How are they classified? (breakdown in the Budget for the Action).</i>	<i>What pre-conditions are required before the action starts? What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities?</i>

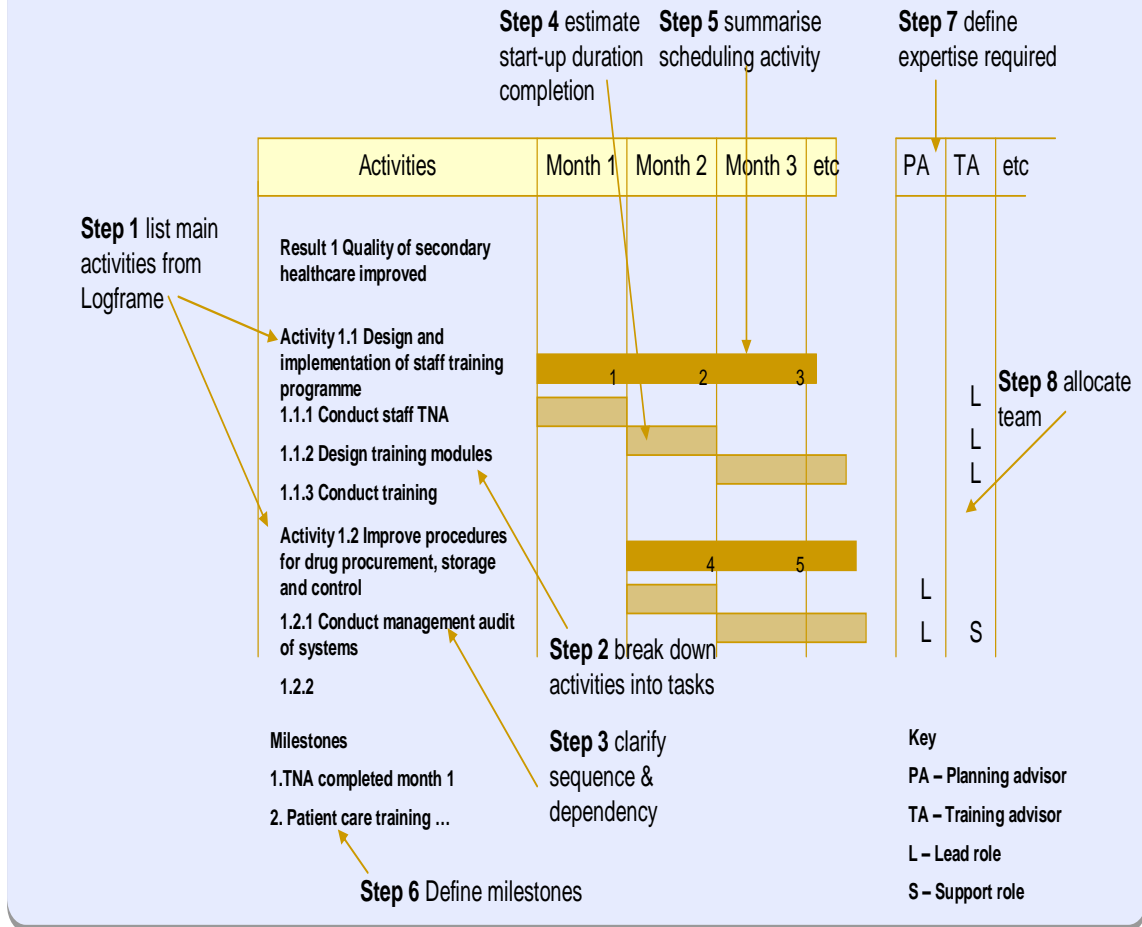
ANNEX TO MODULE 2. ACTION PLAN FORMAT

Year 1.														
Activity (Description)	Semester 1						Semester 2						Implementing Body	
	1	2	3	4	5	6	7	8	9	10	11	12		
Preparation Activity 1														Applicant
Implementation Activity 1														Partner 1
Preparation Activity 2														Applicant
Implementation Activity 2														Applicant
Preparation Activity 3														Partner 2
Implementation Activity 3.														Partner 2

For the following years:							
Activity (description)	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Etc.	Implementing Body
Implementation Activity 5							Partner 2
Implementation Activity 6							Applicant
Preparation Activity 7							Applicant
Implementation Activity 7							Applicant

ANNEX TO MODULE 2. ACTIVITY SCHEDULE

Presenting Activity Schedule, Gantt Chart



ANNEX TO MODULE 2. RESOURCE SCHEDULE

Example of Resource Schedule

Step 1 Copy activities from activity Schedule

Step 2 Specify resource required

Step 3 Put resources into categories

Step 4 Specify units

Step 5 Specify Quantity

Step 6 Specify Unit cost

Step 7 Identify funding source

Step 8 Allocate cost codes

Step 9 Schedule costs

Step 10 Calculate total

Step 11 Estimate recurrent costs

Activity/resource	Unit	Quantity per period				Cost per Unit	Funding Source	Cost Codes		Cost per period				Project Total	Recurrent cost PA
		Q1	Q2	Q3	Q4			EU	Gov	Q1	Q2	Q3	Q4		
1.1 Design & Implement staff training programme for patient care															
Equipment															
Computer	No.	2				1,000	EU	3.4	a.1	2,000					2,000
Photocopier	No.	1				5,000	EU	3.4	a.1	5,000					5,000
Printer	No.	2				500	EU	3.4	a.1	1,000					1,000
Salaries (local)															
Counterpart staff	MM	6	6	6	6	1,700	Gov	5.2	b.2	10,200	10,200	10,200	10,200		40,800
Office staff	MM	3	3	3	3	900	Gov	5.2	b.2	2,700	2,700	2,700	2,700		10,800

ANNEX TO MODULE 2. EXCEL SPREADSHEET - BUDGET

Budget for the Action ¹	All Years			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR) ³
Costs				
1. Human Resources				
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴				
1.1.1 Technical	Per month			
1.1.2 Administrative/ support staff	Per month			
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month			
1.3 Per diems for missions/travel ⁵				
1.3.1 Abroad (staff assigned to the Action)	Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem			
1.3.3 Seminar/conference participants	Per diem			
Subtotal Human Resources				
2. Travel⁶				
2.1. International travel	Per flight			
2.2 Local transportation	Per month			
Subtotal Travel				
3. Equipment and supplies⁷				
3.1 Purchase or rent of vehicles	Per vehicle			
3.2 Furniture, computer equipment				
3.3 Machines, tools...				
3.4 Spare parts/equipment for machines, tools				
3.5 Other (please specify)				
Subtotal Equipment and supplies				
4. Local office				
4.1 Vehicle costs	Per month			

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4.2 Office rent	Per month			
4.3 Consumables - office supplies	Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			
Subtotal Local office				
5. Other costs, services⁸				
5.1 Publications ⁹				
5.2 Studies, research ⁹				
5.3 Expenditure verification				
5.4 Evaluation costs				
5.5 Translation, interpreters				
5.6 Financial services (bank guarantee costs etc.)				
5.7 Costs of conferences/seminars ⁹				
5.8. Visibility actions ¹⁰				
Subtotal Other costs, services				
	All Years			
Costs	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
6. Other				
Subtotal Other				
7. Subtotal direct eligible costs of the Action (1-6)				
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)				
9. Total direct eligible costs of the Action (7+ 8)				
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)				
11. Total eligible costs (9+10)				
12. Taxes ¹¹				

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13. Total accepted¹¹ costs of the Action (11+12)				
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Budget for Year 1 Costs	Year ²			
	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
1. Human Resources				
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴				
1.1.1 Technical	Per month			
1.1.2 Administrative/ support staff	Per month			
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month			
1.3 Per diems for missions/travel ⁵				
1.3.1 Abroad (staff assigned to the Action)	Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem			
1.3.3 Seminar/conference participants	Per diem			
Subtotal Human Resources				
2. Travel⁶				
2.1. International travel	Per flight			
2.2 Local transportation	Per month			
Subtotal Travel				
3. Equipment and supplies⁷				
3.1 Purchase or rent of vehicles	Per vehicle			
3.2 Furniture, computer equipment				
3.3 Machines, tools...				
3.4 Spare parts/equipment for machines, tools				
3.5 Other (please specify)				
Subtotal Equipment and supplies				
4. Local office				

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4.1 Vehicle costs	Per month			
4.2 Office rent	Per month			
4.3 Consumables - office supplies	Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			
Subtotal Local office				
5. Other costs, services⁸				
5.1 Publications ⁹				
5.2 Studies, research ⁹				
5.3 Expenditure verification				
5.4 Evaluation costs				
5.5 Translation, interpreters				
5.6 Financial services (bank guarantee costs etc.)				
5.7 Costs of conferences/seminars ⁹				
5.8. Visibility actions ¹⁰				
Subtotal Other costs, services				
	All Years			
Costs	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
6. Other				
Subtotal Other				
7. Subtotal direct eligible costs of the Action (1-6)				
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)				
9. Total direct eligible costs of the Action (7+ 8)				
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)				
11. Total eligible costs (9+10)				

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12. Taxes ¹¹				
13. Total accepted¹¹ costs of the Action (11+12)				

NOTES:

- 1 The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component depending on the indications provided. Unit rates may, where relevant, be based on average rates. Where the applicable regulation/financing agreement does not exclude the coverage of taxes (see section 1.3 and 2.1.4 of the Guidelines for applicants) and the beneficiary can show it cannot reclaim, taxes will be eligible and should be included in each relevant heading. Taxes that can be reclaimed are not costs.
- 2 This section must be completed if the Action is to be implemented over a period of more than 12 months.
- 3 If the Contracting Authority is not the European Commission, the budget may be established in euro or the currency of the Contracting Authority. Costs and unit rates are rounded to the nearest euro cent.
- 4 If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit rate).
- 5 Indicate the country where the per diems are incurred and the applicable rates (which must not exceed the scales published by the E.C. at the time of contract signature). If information is not available, enter a global amount. Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses.
- 6 Costs for CO2 offsetting of air travel may be included. CO2 offsetting shall in that case be achieved by supporting CDM/Gold Standard projects (evidence must be included as part of the supporting documents) or through airplane company programmes when available. Indicate the place of departure and the destination. If information is not available, enter a global amount.
- 7 Costs of purchase or rental.
- 8 Specify. Lump sums will not be accepted.
- 9 Only indicate here when fully subcontracted.
- 10 Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation.
- 11 Only to be filled in where the applicable regulation/financing decision/ financing agreement excludes financing of taxes and the beneficiary (or where applicable, its partners) can show it cannot reclaim them. Please see glossary of terms (Annex A 1) of the Practical Guide to contract procedures for EU external actions for the definition of taxes. Please note that direct taxes are not included (such as taxes on salary of staff working for the action which are part of the gross salary). Taxes that can be reclaimed should not be indicated under this heading.

Annex to Module 2. Excel Spreadsheet - Justification

Justification of the Budget for the Action Costs	All Years	
	Clarification of the budget items ¹	Justification of the estimated costs ²
1. Human Resources		
1.1 Salaries (gross salaries including social security charges and other related costs, local staff)		
1.1.1 Technical		
1.1.2 Administrative/ support staff		
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)		
1.3 Per diems for missions/travel		
1.3.1 Abroad (staff assigned to the Action)		
1.3.2 Local (staff assigned to the Action)		
1.3.3 Seminar/conference participants		
Subtotal Human Resources		
2. Travel		
2.1. International travel		
2.2 Local transportation		
Subtotal Travel		
3. Equipment and supplies		
3.1 Purchase or rent of vehicles		
3.2 Furniture, computer equipment		
3.3 Machines, tools...		
3.4 Spare parts/equipment for machines, tools		
3.5 Other (please specify)		
Subtotal Equipment and supplies		
4. Local office		
4.1 Vehicle costs		
4.2 Office rent		
4.3 Consumables - office supplies		
4.4 Other services (tel/fax, electricity/heating, maintenance)		
Subtotal Local office		

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5. Other costs, services		
5.1 Publications		
5.2 Studies, research		
5.3 Expenditure verification		
5.4 Evaluation costs		
5.5 Translation, interpreters		
5.6 Financial services (bank guarantee costs etc.)		
5.7 Costs of conferences/seminars		
5.8. Visibility actions		
Subtotal Other costs, services		
	All Years	
6. Other		
Subtotal Other		
7. Subtotal direct eligible costs of the Action (1-6)		
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)		
9. Total direct eligible costs of the Action (7+ 8)		
10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)		
11. Total eligible costs (9+10)		
12. Taxes		
13. Total accepted costs of the Action (11+12)		

NOTES:

- 1 Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities in the Description of the Action).
- 2 Provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs, as described in section 2.1.4 of the Guidelines for Grants Applicants.

Annex to Module 2. Excel spreadsheet – Expected Sources of Funding

Expected sources of funding & summary of estimated costs¹

		Amount	Percentage
		EUR	%
Expected Contributions			
EU/EDF contribution sought in this application (A)			
Other contributions (Applicant, other EU Funds or EU Member States etc.)			
<i>Name</i>	<i>Conditions</i>		
Revenue from the Action			
To be inserted if applicable and allowed by the guidelines:			
In-kind contribution			
Estimated Costs			
Estimated TOTAL ELIGIBLE COSTS ² (B)			

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EU/EDF contribution expressed as a percentage of total eligible costs ⁴ (A/B x 100)			
In case the Basic Act/financing decision/financing agreement exclude financing of taxes			
and the Beneficiary or (partners) can show it cannot reclaim them:			
Estimated TOTAL ACCEPTED COSTS ³ (C)			
EU/EDF contribution expressed as a percentage of total accepted costs ⁴ (A/C x 100)			

1. It is reminded that the figures introduced in the table shall respect all the points included in the checklist for the full application form (part 6 of the full application form)
2. As per heading 11 of the Budget of the Action
3. As per heading 13 of the Budget of the Action
4. Do not round, enter percentage with 2 decimals (e.g. 74.38%)