


Module 6 – Completing the Application Form

Module 1 provided you with an overview of the structure and format of the application form. It also provided information indicating the amount of information required under each section heading together with the identity of the relevant standard forms to be used to present data.

This module is designed to help you in developing the narrative which describes the scope and nature of the proposal and, in particular, the issues that **MUST** be addressed by the successful implementation of the proposal. This means that the projected outputs and results, arising from proposal implementation, **MUST** meet as many of the criteria detailed in the call for proposals as is possible. This module therefore puts a focus on the key issues under each section heading of the application.

It is important to note that the headings and sub-headings for each section of the application are **'standard' and should not be deleted or replaced by any other alternatives**. You may however introduce further sub-headings if you feel they enhance/emphasise any particular point you wish to convey to the evaluator.

In the following paragraphs you will find references to the Application Form. This refers to the standard template directly appropriate to the SME Competitiveness Grant Scheme and is the document that will be utilised for proposal submission. This template can be accessed from the Bangladesh INSPIRED Developing SMEs website at www.euinspired.org.bd. **The specific file reference is Grant Scheme - Full Application Documents - [Annex A - Grant Application Form](#)** 

Please note the following. In completing the application form you are required to complete pages 1 and 2 and then go straight to page 12 (Part B. Full Application Form) to commence. Pages 4 through to 11 are left BLANK.

1. – General Information.

This should not differ from the information presented on the corresponding Concept Note. Use the standard template.


2. – The Action.

NOTE: The evaluation committee will refer to information already provided in the Concept Note as regards objectives and relevance of the action.

2.1 – Budget of the Action, Amount Requested from the Contracting Authority and other expected sources of funding.

You are required to complete Annex B to the Guidelines to provide the following information:

- the budget of the action (worksheet 1), for the total duration of the action and for its first 12 months (annexed to Module 2);
- justification on the budget (worksheet 2), for the total duration of the action (annexed to Module 2) and,
- amount requested from the Contracting Authority and other expected sources of funding for the action for the total duration (worksheet 3) (annexed to Module 2).

NOTE: The three worksheets mentioned above are all on the one spreadsheet (Sheet 1, 2 and 3); relevant file reference is www.euinspired.org.bd - Grant Scheme – Full Application Documents - [Annex B - Budget](#) .

2.2. – Description of the Action

2.2.1. – Description (max 14 pages)

The Application Form provides clear guidance on the type and nature of information to be supplied in this section.

Review this section of the Application Form to understand the level of detailed and type of information to be provided.

2.2.2. – Methodology (max 4 pages)

In this section you are required to detail the methods of implementation and the reason for the approach you are proposing.

As indicated previously, you are advised, strongly, to review this section of the Application Form to understand the level of detail and type of information requested.

NOTE: If the following conditions apply to your proposal please refer to Section 2.2.2. – Methodology of the Application Form for details of specific requirements.

If the action is the prolongation of a previous plan explain how the action builds/enhances the results of the previous plan. If the previous plan has been evaluated give the conclusions and recommendations.

If this action is part of an on-going project, identify clearly how this action will integrate with the on-going action. Where appropriate specify any synergies with other initiatives, particularly from the EU.

Section 2.2.3. – Duration and indicative action plan for implementing the action (max 4 pages)

The action plan should be prepared using the action plan format given in Module 4.

The maximum duration of the project should not exceed 30 months.

You **should not indicate a specific start date** for implementation, simply state 'month 1', 'month 2', etc.

Estimates for activity duration should be based on the most probable duration and not the shortest possible.

Every activity stated on the action plan must correspond to the activities detailed in Section 2.2.1 – Description.

The Application Form provides specific instructions regarding Action Plan development. To ensure compliance in completing the Action Plan you must ensure that you are fully conversant with these instructions.

2.2.4. – Sustainability of the action (max 3 pages)

The Application Form requests specific information relating to 'sustainability' of the action is to be presented. To ensure compliance in completing the Application Form you must ensure that you are fully conversant with information requirements detailed on the form.

2.2.5. – Logical Framework

Refer to Module 3 – Developing the Logical Framework for the development and preparation of the LogFrame.

Once completed, insert the final LogFrame into this section of the Application Form.

2.3. – Applicant's experience of similar actions

Prepare, using the standard template shown below, a description of your experience of similar actions. You are required to use one page (template) per action.

Project Title	Sector (see Section 3.2.2 of Section 3):				
Location of the action	Cost of the action (€)	Lead manager or partner	Donors to the action (name) ¹⁶	Amount contributed (by donor)	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Objectives and results of the action					

¹⁶ If the donor is the European Union or an EU member state, please specify the EU budget line, EDF or EU Member State.

Refer to the Application Form to access the standard template for this section.

3. – The Applicant

You must enter data applicable to your organisation.

Has/is your organisation registered its data on PADOR? Refer to the Application Form for specific instructions regarding PADOR.

3.1. – Identity

This section (template) need only be completed if there have been any modifications or additions to the information provided by the Concept Note.

Please note there are a number of criteria to be observed when completing this section. For clarification of these criteria, you must refer to the Application Form to ensure correct entries have been made.

3.2. – Profile

Refer to the Application Form to access the standard template for this section. There are a number of criteria to be observed when completing this template; these are detailed on the Application Form.

3.2.1. – Category

Refer to the Application Form to access the standard template for this section. There are a number of criteria to be observed when completing this template; these are detailed on the Application Form.

3.2.2. – Sector(s)

Refer to the Application Form to access the standard template for this section. Please note the requirement for number of years 'active' in the sectors selected as detailed on the Application Form.

3.2.3. – Target group(s)

Refer to the Application Form to access the standard template and specific details to be considered when completing this section.

3.3. – Capacity to manage and implement actions

3.3.1. – Experience by sector

You use this section to provide as much possible evidence to show you are sufficiently experienced and qualified to make a success of your project.

Refer to the Application Form to access the standard template for this section together with instructions for completing this section.

3.3.2. – Experience by geographical area

You use this section to provide as much possible evidence to show you are sufficiently experienced and qualified to make a success of your project.

Refer to the Application Form to access the standard template for this section.

3.3.3. – Resources

- Financial data.

Refer to the Application Form to access the standard template for this section and specific requirements.

Please note that currency must be expressed as Euros.

- Financing Source(s)

Refer to the Application Form to access the standard template for this section and an explanation of specific requirements.

Please note the clarifications regarding requests over EUR 500,000 (EUR 100,000 for an operating grant).

- Number of staff (full-time equivalent)

Refer to the Application Form to access the standard template for this section together with a definition of 'staff' as applicable to this specific grant aid programme.

3.4. – List of the management board/committee of your organisation

Refer to the Application Form to access the standard template for this section.

4. – Partners of the Applicant Participating in the Action

4.1. – Description of the partners

Refer to the Application Form to access the standard template for this section.

The application form must be accompanied by a signed and dated partnership statement form from EACH partner in accordance with the standard template provided (Section 4.2 – Partnership Statement).

Ensure that each partner complies with the criteria specified within the meaning of Section 2.1.2 of the Guidelines for Applicants.

You must complete one template for each partner participating and mentioned in the concept note. **You cannot add any new partners; however you should advise if any partners have subsequently declined to participate since concept note submission.**

4.2. – Partnership Statement

Refer to the Application Form to access the standard template for this section.

Please note the requirement to enter the name of the Contracting Authority in the 'gap' provided in the narrative of the template.

5. Associates of the Applicant participating in the Action

Refer to the Application Form to access the standard template for this section.

Ensure that each associate complies with the criteria specified within the meaning of Section 2.1.2 of the Guidelines for Applicants (Grant Scheme – Full Application Documents – [Guidelines for Applicants](#)).

You must complete one template for each associate participating and mentioned in the concept note.

6. Checklist for the full application form

Refer to the Application Form to access the standard template for this section.

When you are satisfied you have completed the application form in its entirety, and no more changes or amendments are required, you should proceed and complete the second checklist shown under Section 6 (entitled – ‘Before sending your proposal, please check that each of the following points is complete and respects the following criteria:)

7. Declaration by the Applicant

Refer to the Application Form to access the standard template for this section.

8. Assessment grid of the full application form

You are not required to complete this form; it is for the sole use of the Contracting Authority. However, you must **ensure that the blank template is included** when the completed application is submitted to the Contracting Authority.


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 6 – Completing the Application Form

Modules 3, 4 and 5 of the tutorial have concentrated, mainly, on the development of the quantitative aspects of a grant aid application making specific use of the standard templates you must use and incorporate into the 'formal'/'official' application.

This module is concerned mainly with the narrative that must be incorporated into the application form. The application form provides a 'template' format in which you are required to respond to specific questions. Each of these questions is designed to elicit a well-founded proposal that provides sufficient data/information to contribute toward the maximum possible scores being awarded during the evaluation stage.

The purpose of this module is for you to develop the narrative for your proposal. The narrative you develop should be based on the 'Case Study' material, detailed earlier under Module 3 together with the subsequent information and documentation produced in responding to Modules 4, 5 and 6.

Your task now is to draft the narrative for the following four sub-sections of the application form:

1. 2.2.1 – Description (max 14 pages).
2. 2.2.2 – Methodology (max 4 pages).
3. 2.2.3 – Duration and indicative act (max 4 pages).
4. 2.2.4 – Sustainability of the action (max 3 pages).

For the purposes of this exercise you may continue to assume the conditions applied to the Modules 3, 4 and 5 apply as follows:

1. The total duration of the proposal is 18 months.
2. The applicant has two partners.
3. The applicant has 50 members in the cluster.
4. The duration of each activity is to be expressed in units of 1 month.
5. You are to include at least one activity where you must identify, and specify, 3 sub-activities. You are then required to indicate the duration for the overall activity and the duration of each of the 3 sub-activities i.e. the duration of all 4 activities must be displayed separately.
6. At least one activity should refer to the acquisition and installation of some sort of equipment (computer(s), processing plant, laboratory equipment etc.).
7. At least one activity must relate to some support being provided directly to the cluster.

Key points to consider in preparing these sections:

1. The narrative in each of the above four sub- sections provides a major opportunity to contribute towards two significant sections of the Evaluation Grid i.e. Item 3 – Effectiveness and feasibility of the action and Item 4 – Sustainability of the action. The total maximum score for these two items is 35.
2. Make sure your response covers as many as possible of the issues raised in each sub-section of the Grant Aid Application form documentation.
3. If you feel that a diagram, or diagrams, enhances your narrative in that it assists the reader better understand the rationale and the need for the proposal then use them. Please note, whilst diagrams are acceptable **they are not a substitute** for a well-founded narrative. If you do use diagrams keep them in proportion i.e. do not make them so large that your narrative is limited!
4. Do not exceed the maximum number of pages for each section.
