

## Module 7 – Administration of the Application Form

Apart from the more technical aspects of the specific proposal, addressed in earlier modules, there are a number of administrative issues that require close attention. Failure to ensure these issues are addressed correctly, and compliant with the requirements of the Call for Proposals, could result in proposals being rejected before technical evaluation.

The following paragraphs highlight the key issues to be monitored and checked before submission of the completed application.

1. The **key reference data** that apply to this grant aid programme are as follows:
  - a. **Publication Reference: EuropeAid/133-587/C/ACT/BD**
  - b. **Title of the Call: SME Competitiveness Grant Scheme**
  - c. **Budget Line: BGUE-B2009-19.100101-C1-AIDCO**
2. The full application is to be submitted under the 'Two Envelope System' in the same manner as for concept note submission. An example of the 'Two Envelope System' is shown at [Annex 1](#) and [Annex 2](#) to this module.
3. Pages 1 and 2 of the Application Form are filled in and attached.
4. The submission deadline is respected. If the deadline is not respected the application will automatically be rejected.
5. The full application form satisfies ALL the criteria specified in points 1 – 8 of the Checklist (Section 6 of Part B of the grant application form). A copy of this form is shown at [Annex 3](#) of this Module. Please note if any of the requested information is missing or is incorrect, the application may be rejected on this **sole** basis and the application will not be evaluated further.
6. Has the checklist (given at Section 6 of the application form) entitled 'Before sending your proposal, please check that each of the following points is complete and respects the following criteria:' ([Annex 4](#) of this module) been completed and are available?
7. Has the 'Declaration by the Applicant' (Section 7 of the application form) been signed and dated by the Applicant? Is it available for submission to the Contracting Authority?
8. Has the checklist, Section 8 - Assessment grid of the full application form ([Annex 5](#) of this module) been left blank and available for submission to the Contracting Authority?
9. Where 'standard' templates have been developed, and identified in the Call for Proposals, these are to be utilised to present the required information. DO NOT INVENT DIFFERENT TEMPLATES.
10. Ensure that the correct references/titles/descriptions are used and applied to the appropriate documents. In particular have you used:
  - a. The correct budget reference?
  - b. The correct title of the call for proposals?
  - c. The correct publication reference?
11. Has/have the partner/partners completed the Description template (Section 4 of the application)?
12. Has/have the partnership statement(s) been signed, dated and the introductory narrative edited to include reference to the Contracting Authority? If more than one partner have ALL statements been received and available for submission?

13. Has/have the associate/associates completed the standard template (Section 5 of the application)? If more than one associate, have completed standard templates been received, and available for submission, from ALL associates?
14. Have the documents been prepared on white A4 paper?
15. Does the front sheet bear the bidders name and 'logo'?
16. Is the bidders name and address stated clearly?
17. Is the page format consistent (2cm margins)?
18. Is the font size consistent (Arial 10)?
19. Is the approach to highlighting, bullet-points etc. consistent?
20. Have the documents been bound and include a clear/transparent plastic cover?

NOTE: the 'Checklist' and 'Declaration' MUST be stapled together and separate from the Application Form but also enclosed in the envelope with the Application Form

21. Are 2 copies and 1 original of the Application Form available? Is each set of documents bound?
22. Is an electronic version (CD-Rom) of the Application Form documentation available and ready for submission? The electronic format MUST contain EXACTLY THE SAME information as the paper version enclosed.


## 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.

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**Consultant:**

**Return Date:**

**e-mail:**

### **Module 7 – Administration of the Application Form**

1. Describe the process for delivering the completed application form to the Contracting Authority?
  2. What is the maximum amount for a study tour?
  3. What is the maximum % value of works infrastructure and equipment?
  4. From where can details of eligible costs be obtained?
  5. What is the maximum contingency % for direct eligible costs?
  6. What is the maximum % variation allowed on the initial estimated EU contribution?
  7. Which document is to be submitted in a blank format to the Contracting Authority?
  8. What is significant about the two checklists shown at Section 6?
  9. How many hard copies of the application should be submitted to the Contracting Authority?
  10. Where, in the application form, would you expect to find the Description of the Applicant's partner(s)?
  11. Where, in the application form, would you expect to find the Declaration by the Applicant?
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**Annex 1 to Module 7**

**Two Envelope System**

**OUTER ENVELOPE REQUIREMENTS**

**REFERENCE #: EuropeAid/133-587/C/ACT/BD**

**TITLE: SME Competitiveness Grant Scheme**

*Select the appropriate title from the following 3 options*

**Lot 1A – Support to cluster and value chain development – Early Growth Stage or,**

**Lot 1B – Support to cluster and value chain development – Intensive Growth and Consolidation Stage or,**

**Lot 2 – Support to skills development and capacity building of business intermediary organisations.**

**NOT TO BE OPENED BEFORE THE OPENING SESSION.**

***Translate the above line into Bangla and insert another entry below the English line – this instruction is to appear in both English and Bangla.***

***Enter applicant's name and address.***

**Annex 2 to Module 7**

**INNER ENVELOPE REQUIREMENTS (Postal, hand delivery or private courier service address)**

**Ministry of Industries**

**SME Cell**

**Room 534, 91 Motijheel C/A,**

**Dhaka 1000.**

*Select the appropriate title from the following 3 options*

**Lot 1A – Support to cluster and value chain development – Early Growth Stage or,**

**Lot 1B – Support to cluster and value chain development – Intensive Growth and Consolidation Stage or,**

**Lot 2 – Support to skills development and capacity building of business intermediary organisations.**

**Annex 3 to Module 7**

**Checklist for the Full Application Form**

**<PUBLICATION REFERENCE + TITLE OF THE CALL + BUDGET LINE>**

<b>ADMINISTRATIVE DATA</b>	To be filled in by the applicant
<b>Name of the Applicant</b>	
<b>EuropeAid ID number</b>	
<b>Nationality <sup>1</sup> /Country <sup>2</sup> and date of registration</b>	
<b>Legal Entity File number<sup>3</sup></b>	
<b>Legal status<sup>4</sup></b>	
<b>Partner 1</b>	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:
<b>Partner 2</b> <b>NB: Add as many rows as partners</b>	Name/EuropeAid ID number: Nationality/Country of registration: Legal status:

<sup>1</sup> For individuals.

<sup>2</sup> For organisations.

<sup>3</sup> If the applicant has already signed a contract with the European Commission.

<sup>4</sup> E.g. non-profit making, governmental body, international organisation...

## Annex 4 to Module 7

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING POINTS IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:	To be filled in by the applicant	
Title of the Proposal: <indicate the title>	Yes	No
<b>PART 1 (ADMINISTRATIVE)</b>		
1. The correct grant application form, published for this call for proposals, has been used		
2. The Declaration by the applicant has been filled in and has been signed		
3. The proposal is typed and is <in English, French, Portuguese or in Spanish> Where more than one language is allowed, the proposal is drafted in the language most commonly used by the target population in the country in which the action takes place.		
4. One original and <X copy(ies)> are included		
5. An electronic version of the proposal (CD-ROM) is enclosed		
6. Each partner has completed and signed a partnership statement and the statements are included. [if partnership is not mandatory: <Please indicate "Not applicable" (NA) if you have no partner>]		
7. The budget is presented in the format requested, is expressed <in €/national currency> and is enclosed		
8. The logical framework has been completed and is enclosed		
<b>PART 2 (ELIGIBILITY)</b>		
9. The duration of the action is between <X months> and <X months> (the minimum and maximum allowed)		
10. The requested contribution is between <X EURO/other currency> and <X EURO/other currency> (the minimum and maximum allowed)		
11. The requested contribution is between <X %> and <X %> of the estimated total eligible costs (minimum and maximum percentage allowed)		
[For restricted procedures: 12. The requested contribution has not been modified by more than 20% compared to the amount requested at concept note stage].		
[13. If applicable, the requested contribution is equal or less than <X %> of the estimated total accepted costs (maximum percentage allowed)]		

## Annex 5 to Module 7

### SECTION 8 - ASSESSMENT GRID OF THE FULL APPLICATION FORM

*(TO BE USED BY THE CONTRACTING AUTHORITY)*

	YES	NO
<b>OPENING &amp; ADMINISTRATIVE CHECK AND CONCEPT NOTE EVALUATION</b>		
1. The submission deadline has been respected		
2. The checklist of the Application form has been duly completed		
The administrative verification has been conducted by: Date:		
<b>DECISION:</b>		
A. The Committee has decided to evaluate the Concept Note after having passed the Administrative check.		
B. The Committee has decided to recommend evaluating the full application form		
The evaluation of the Concept Note has been conducted by: Date: ]		
<b>For restricted procedures: [OPENING &amp; ADMINISTRATIVE CHECK OF THE FULL APPLICATION FORM</b>		
1. The submission deadline has been respected		
2. The checklist of the Application form has been duly completed.		
<b>DECISION :</b>		
The Committee has decided to evaluate the full application form after having passed the administrative check.		
The administrative verification has been conducted by: Date:]		
<b>EVALUATION OF THE FULL APPLICATION FORM</b>		
<b>DECISION :</b>		
A. The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope.		
B. The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals		
The evaluation of the proposal has been conducted by: Date:		
<b>ELIGIBILITY VERIFICATION</b>		
3. The checklist of the Application form has been duly completed.		
4. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any)		
a. The applicant's statutes		
b. The statutes or articles of association of <u>all partners</u>		
c. The applicant's external audit report (if applicable)		
<b>to be inserted when the Contracting Authority is the European Commission</b>		
d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested.		
<b>to be inserted when the Contracting Authority is the European Commission</b>		
e. A Financial Identification form (see annex E of the Guidelines for Applicants).		
f. Copy of the applicant's latest accounts.		
The assessment of the eligibility has been conducted by: Date:		
<b>DECISION:</b>		
The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines for Applicants.		