



Funded by the  
European Union



**Contracting Authority: EUROCHAMBRES**

**EU4Business: Connecting Companies Project**

**Reference: ENI/2019/411-865**

**Selection of Business Support Organisations**

**Application Form**

**with the modifications published in the ERRATUM**

**PART C**

**Legal - Technical – Financial information**

**Deadline for submission of the full application including**

**Part A + Part B + Part C:**

**on 30/04/2021 at 17:00 (Brussels date and time)**

**NOTICE**

Online submission via e-submission is mandatory for this call for proposals (see Section 2.2.5 **Where and how to send the proposal**). All dates and times are expressed in Brussels time. Applicants should note that the IT support is open Monday to Friday from 00:00 to 12:00 and from 13:00 to 17:00 Brussels time (except for public holidays).

# Application form

## PART C - Proposal

Legal - Technical – Financial information

### IMPORTANT NOTICE

#### **1) Processing of the applicants data**

When EUROCHAMBRES is processing your application, any data (e.g. names, addresses, CVs and financial data) will be processed solely for the purposes of the evaluation of the application and for the performance management and monitoring of the action by the data controller without prejudice to possible transmission to the bodies in charge with monitoring or inspection tasks in application of Union law.

As the call of proposals is launched in the framework of EU4BCC, grant contract signed between EUROCHAMBRES and the European Commission, the European Commission will also have access to any of the data provided by your organisation in the framework of the present call for proposals.

Please note that your data will be processed according to the General Data Protection Regulation 2016/679.

For more information on EUROCHAMBRES privacy policy please check the following link:

<https://www.eurochambres.eu/privacy-policy/>.

#### **2) Format of the documents**

Documents must be supplied in the form of scanned versions (i.e. showing legible stamps, signatures and dates of the said originals).

#### **3) English translation of documents related to the eligibility criteria.**

Where these documents are in an official language of the European Union other than the language of call for proposal, it is strongly recommended, in order to ease the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and co-applicants' eligibility, into English.

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## I. Legal capacity criteria

To allow EUROCHAMRES/Sectorial consortium to check the eligibility of the application, the following documents should be provided:

- Lead Applicant's declaration - **Annex 1**
- Declaration of honour for all the applicants that they are not concerned by one of the EU listed exclusion criteria - **Annex 2**
- Agreement and Power of Attorney for the co-applicants - **Annex 3**
- Statutes of the not-for-profit organisation

## II . Technical capacity criteria

Applicants must prove that they have the professional competencies in the sector and the appropriate qualifications to manage the proposed action.

The following documents are to be provided:

- A list of previous projects and/or activities implemented and connected in the chosen economic sector, if possible for the last 3 years: maximum of 1 page per action (**all applicants**) - **Annex 4**
- Composition of the team in charge of implemented the proposed action (**document to be signed by the lead applicant** - **Annex 5**)
- CVs of the team staff. CVs should be sent using the Europass CV template - **Annex 6**. Information on how to fill the EUROPASS CV: <https://europa.eu/europass/en/create-europass-cv>

## III. Financial capacity criteria

Applicants must have stable and sufficient economic resources to maintain their activity throughout the duration of the grant and to participate in its funding.

The following documents are to be provided:

- The profit and the loss account, the balance sheet for the last two financial years for which the accounts were closed **for the lead applicant**. These documents should be provided in English<sup>1</sup>;
- **Lead applicant's Financial Identification form**. The document must be signed by the representative of the holder of the bank account. Follow the other instructions in the template – **Annex 7 (link to template)**.  
The lead applicant must use the Financial Identification form (one page):  
[https://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/financial\\_id/fich\\_sign\\_ba\\_gb\\_en.pdf](https://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf)
- **For all the applicants** the turnover statement for the last three financial years - **Annex 8**

## IV. Check list:

The check list must be filled in and signed by *the lead applicant* - **Annex 9**.

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<sup>1</sup> Where these documents are in an official language of the European Union other than the language of call for proposal, it is strongly recommended, in order to ease the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and co-applicants' eligibility, into English.

## Annex 1

### On the concerned Lead Applicant headed paper

#### LEAD APPLICANT DECLARATION

The Lead applicant, represented by the undersigned, being the authorised signatory of the applicant, in the context of the present call for proposals, representing any co-applicant(s), in the proposed action, hereby declares that:

- i. it has the sources of financing specified in Section 2.1 of the guidelines for applicants;
- ii. it has sufficient financial capacity to carry out the proposed action or work programme (see Section 2.3 of the guidelines);
- iii. it certifies the legal statutes of the lead applicant, of the co-applicant(s) are eligible in accordance with the criteria set out under Sections 2.1 of the guidelines for applicants;
- iv. the lead applicant, the co-applicant(s) have the professional competences and qualifications specified in Section 2 of the guidelines;
- v. it is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and is not acting as an intermediary;
- vi. the lead applicant and or the co-applicant(s) are not in the situations excluding them from participating in call for proposals and listed in the declaration of honour;
- vii. the lead applicant and co-applicant(s) acknowledge that if they participate in the call for proposals in spite of being in any of the situations mentioned in the declaration of honour, they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the action;
- viii. this information may be published on the Commission website in accordance with the Financial Regulation in force;
- ix. the lead applicant and each co-applicant are able to deliver immediately, upon request, the supporting documents requested by EUROCHAMBRES or the relevant Sectorial Consortium;
- x. if the BSOs Partnership is selected, the lead applicant, the co-applicant(s) will be awarded a grant contract and therefore accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants;
- xi. the lead applicant is fully aware of the obligation to inform without delay the EUROCHAMBRES to which this application form is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application;
- xii. the lead applicant and co-applicant(s) are fully aware that for the purposes of safeguarding the EU's financial interests, their personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office;
- xiii. as co-signatories of the grant contract, the lead applicant and co-applicant(s):
  - shall be jointly and severally liable towards EUROCHAMBRES for the performance of the grant contract;
  - shall comply with the terms and conditions of the grant contract and ensure the proper execution of their respective share in the implementation of the action;
- xiv. the lead applicant will have to dispatch the payments related to the implementation of the action to the co-applicant(s) 30 days upon reception of the EUROCHAMBRES payment.

Date and place

Name

Function Legal authorized representative

Signature

## Annex 2

**To be signed by all applicants (lead and co-applicant(s)) on their entity the member headed paper**

### DECLARATION OF HONOUR

The undersigned *[insert the name of the person signing this form]*,

Name of the Business Support Organisation (BSO)

Legal status

Registered address

Legal entity file number (if available)

BSO date of registration

VAT number

Hereafter referred as the entity

having the legal capacity required to act on behalf of his/her entity

- Declares that the entity
  - 1) is eligible in accordance with the criteria set out in the specific call for proposals;
  - 2) has the required financial and operational capacity as set out in the specific call for proposals;
  - 3) has the required financial and operational capacity as set out in the specific call for proposals;
  - 4) has not received any other Union funding to carry out the action subject of this grant application and commits to declare immediately to EUROCHAMBRES any other such Union funding it would receive until the end of the implementation of the action.
- Declares that the above-mentioned entity is **not** in one of the following situations:

I – Situations of exclusion concerning the entity

- (a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulation
- (b) it has been established by a final judgement or a final administrative decision that it is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgement or a final administrative decision that it is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

<p>(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility and selection criteria or in the performance of a contract, an agreement or a grant decision;</p> <p>(ii) entering into agreement with other persons with the aim of distorting competition;</p> <p>(iii) violating intellectual property rights;</p> <p>(iv) attempting to influence the decision-making process of the Commission/ the Agency during the award procedure;</p> <p>(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;</p>
<p>(d) it has been established by a final judgement that it is guilty of any of the following:</p>
<p>(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;</p>
<p>(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;</p>
<p>(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;</p>
<p>(iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;</p>
<p>(v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;</p>
<p>(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;</p>
<p>(e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, an agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;</p>
<p>(f) it has been established by a final judgment or final administrative decision that it has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;</p>
<p>(g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;</p>
<p>(h) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g);</p>
<p>(i) for the situations referred to in points (c) to (h) above the person is subject to:</p> <ul style="list-style-type: none"> <li>i. facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</li> <li>ii. non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</li> <li>iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;</li> <li>iv. information transmitted by Member States implementing Union funds;</li> <li>v. decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or</li> </ul>

- vi. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

II – Situations of exclusion concerning a natural person who is essential for the award or the implementation of the action or work programme subject to the grant application

declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned person(s), or who has powers of representation, decision or control with regard to the above-mentioned legal person(s) (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person(s) (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is **not** in one of the following situations:

- situation (a) grave professional misconduct;
- situation (b) fraud, corruption or other criminal offence;
- situation (c) significant deficiencies in performance of a contract;
- situation (d) irregularity;
- situation (e) creation of an entity with the intent to circumvent legal obligations;

III – Situations of exclusion concerning beneficial owners and natural or legal persons with power of representation, decision-making or control ***Not applicable to natural persons, Member States or local development agencies***

(6) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned person(s), or who has powers of representation, decision or control with regard to the above-mentioned legal person(s) (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person(s) (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is **not** in one of the following situations. ***If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation***

- situation (c) grave professional misconduct;
- situation (d) fraud, corruption or other criminal offence;
- situation (e) significant deficiencies in performance of a contract;
- situation (f) irregularity;
- situation (e) creation of an entity with the intent to circumvent legal obligations;

**The above entity must immediately inform the contracting authority of any changes in the situations as declared.**

**The entity subject to this declaration may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.**

Full name

Date

Signature



## Annex 3

### To be signed by the co-applicant(s) on his(their) entity headed paper

#### AGREEMENT - POWER OF ATTORNEY

The undersigned:

Name

Function

Name of the Business Support Organisation (BSO)

Legal status

Registered address

Legal entity file number (if available)

BSO date of registration

VAT number

Hereafter referred as the entity

having the legal capacity required to act on behalf of his/her entity

HEREBY AGREES AS FOLLOWS:

- 1) The BSO partnership for the implementation of name of the action has designated:

Name of the EU BSO lead applicant as the BSOs Partnership Leader and authorise this company to sign the application form following the call of proposals ENI/2019/411-865 issued by EUROCHAMBRES in the framework of the EU4Business: Connecting Companies (EU4BCC).

EU4BCC has been the object of a grant agreement between the European Commission and EUROCHAMBRES.

- 2) In case EUROCHAMBRES awards the action described in the above mentioned call for proposals to the BSOs partnership, the entity gives the power to BSOs partnership leader to sign on the behalf of the co-applicant(s) the grant contract between EUROCHAMBRES and the BSOs partnership and any further amendment.
- 3) If the BSOs Partnership is selected, the lead applicant, the co-applicant(s) will be awarded a grant contract and therefore the co-applicants accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants.
- 4) As co-signatories of the grant contract, the entity:
  - a) Shall be jointly and severally liable towards EUROCHAMBRES for the performance of the grant contract.
  - b) Shall comply with the terms and conditions of the grant contract and ensure the proper execution of their respective share in the implementation of the action.
- 5) Payments related to the implementation of the actions on the BSOs partnership Leader. who will have to dispatch the payment to the members of the BSOs partnership within 30 days upon reception of the EUROCHAMBRES payment.

- 6) The members of the BSOs partnership grant to the BSOs Partnership Leader all the necessary powers to act on their behalf in connection with the implementation of the action. This mandate involves the following tasks:
  - a) BSOs Partnership Leader shall sign any contractual documents and issue any invoices related to the implementation of the action on behalf of the co-applicant(s);
  - b) BSOs Partnership Leader shall act as single point of contact for the Sectorial Consortium in charge of monitoring the action and for EUROCHAMBRES. In addition, it shall co-ordinate the smooth and timely implementation of the action and guarantee a proper administration of the grant contract.
  
- 7) The co-applicant(s) declare that they are not in the situations excluding them from participating in call for proposals and listed in the declaration of honour.  
 The co-applicant(s) acknowledge that if they participate in the call for proposals in spite of being in any of the situations mentioned in the declaration of honour, they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10% of the total estimated value of the action.  
 This information may be published on the Commission website in accordance with the Financial Regulation in force.
  
- 8) The lead applicant and co-applicants are fully aware that for the purposes of safeguarding the EU's financial interests, their personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Any modification to the present agreement / power of attorney shall be subject to the EUROCHAMBRES express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the BSOs partnership towards EUROCHAMBRES in connection with the implementation of the action as provided in the grant contract have ceased to exist. The parties cannot terminate it before that date without the EUROCHAMBRES's consent.

Signed in ..... on ..... .....

Name

Function

Business Support Organisation

## Annex 4

**To be signed by the lead applicant and co-applicant(s) on their entity headed paper**

Previous projects and activities implemented and connected in the chosen economic sector

Name of the organisation:						
Lead Applicant		Co-Applicant				
Project Title					Sector	
Location of the action	Cost of the action (EUR)	Role: coordinator, co-beneficiary	Donors to the action (name)	Amount contributed (by donor)	Dates (from..to) dd/mm/yyyy	
Objectives and results of the action						

Insert additional table where applicable.

Date

Name

Function

Signature

## Annex 5

**To be filed in and signed by the lead applicant on his entity headed paper**

### Composition of the team to be filled in and signed by the lead applicant

Position	Name and surname	Organisation (Lead applicant or co-applicant)	Proficiency in English	Years of experience in the field
Project officer			Written: Spoken: Read:	
Event manager			Written: Spoken: Read:	
Communication manager			Written: Spoken: Read:	
Financial officer			Written: Spoken: Read:	

Please add or cut lines if needed.

Please provide a CV in English and Europass format for each line/person, highlighting how each of the proposed persons fill in the requirements of the call (see attached template).

<https://europa.eu/europass/en/create-europass-cv>

Date

Name

Function

Signature

## Annex 6

*The lead applicant must collect and send the CVs of proposed staff*

<https://europa.eu/europass/en/create-europass-cv>

## Annex 7

*The lead applicant must use the Financial Identification form (one page) provided in the following link, the signatures of the bank and the bank account holder must on the same page.*

[https://ec.europa.eu/budget/library/contracts\\_grants/info\\_contracts/financial\\_id/fich\\_sign\\_ba\\_gb\\_en.pdf](https://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/fich_sign_ba_gb_en.pdf)

## Annex 8

**To be filled by the lead and co-applicant(s) on the entity headed paper**

### STATEMENT OF TURNOVER FOR THE LAST THREE YEARS

(insert the name of the organisation)

Currency: EURO

#### **ENTITY FINANCIAL DATA**

Financial data	2 years before last year	Year before last year	Last year	Average
	EUR	EUR	EUR	EUR
	[insert year]	2[insert year]	[insert year]	
Annual income, excluding this contract	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]
<u>Current assets</u>	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]
<u>Current liabilities</u>	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]
Current Equity	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]
Current ratio (current assets/current liabilities)	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]
Current equity ratio (current Equity/current assets)	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]	[insert amount(s)]

**ENTITY ANNUAL MANPOWER**

Annual manpower	Year before past year	Past year	Current year	Period average
	Overall	Overall	Overall	Overall
Permanent staff	[insert number(s)]	[insert number(s)]	[insert number(s)]	[insert number(s)]
Other staff	[insert number(s)]	[insert number(s)]	[insert number(s)]	[insert number(s)]
Total	[insert number(s)]	[insert number(s)]	[insert number(s)]	[insert number(s)]
Permanent staff as a proportion of total staff (%)	[insert number(s)]	[insert number(s)]	[insert number(s)]	[insert number(s)]

Name of the applicant: <i>[insert name]</i>	<i>[please specify if lead applicant or co-applicant]</i>
I hereby confirm that <i>[insert year]</i> is the last fiscal year for which the accounts have been closed.	
<i>[Chief accountant / Chief Executive Officer /Legal representative]</i>	
Signature	



## Annex 9

**To be filed in and signed by the Lead Applicant**

### CHECKLIST PART C

Before sending your proposal, please check that each of the following criteria HAVE BEEN MET IN FULL AND TICK THEM OFF		Tick the items off below	
	Sector and Title of the Action : <indicate the title>	Yes	No
1	The submission deadline has been met		
2	The submission has been done through the online submission system		
3	The correct application forms (Part A, Part B and C and annexes) have been used and are included		
4	The application is typed and written in English.		
5	Part A of the application form is complete		
6	Part A also contains the Logframe (Part A, Annex 1)		
7	The budget is enclosed, in balance, presented in the format requested and stated in EUR (Part B) and: <ul style="list-style-type: none"> <li>• Worksheet # 1 has been correctly filed in</li> <li>• Worksheet # 2 has been correctly filed in</li> <li>• Worksheet # 4 has been correctly filed in</li> </ul>		
8	Eligible costs are in line with the requirements mentioned in Section 2.1.4 of the present guidelines		
9	Staff costs represent a maximum of 40% of the provisional budget		
10	The provisional budget is realistic and cost-effective budget.		
11	A budget is allocated for the applicant's participation in EU4BCC training, networking and benchmarking activities (see <i>important consideration in Section 2, point 3.1</i> of the guidelines)		
12	The declaration by the lead applicant has been filled in, signed and included (Part C, Annex 1)		

13	All applicants have completed and signed the declaration of honour and are all included (Part C, Annex 2)		
14	Co-applicants have completed and signed the agreement and power of attorney and are all included (Part C, Annex 3)		
15	Applicants' statutes or articles of association are included and have been translated into English where applicable		
16	The table stating the experience of the applicants in previous projects has been filled in (Part C, Annex 4)		
17	The table with the composition of the team is completed (Part C, Annex 5)		
18	All CV are in English and Europass format (Part C, Annex 6)		
19	The lead applicant financial Statements (balance sheets and profit & loss accounts) of the last <b>two years</b> for the lead applicant only.		
20	The lead applicant identification form is included		
21	All applicants have submitted the statement turnover for all applicants for the three last years and are all included		
22	The action will be implemented in the EaP and EU countries		
23	The duration of the action is between 4 and 10 months (the minimum and maximum allowed, depending on the type of action, in an "implementation window" of 11 months).		
24	The requested EU contribution is maximum 57.000 EUR		
25	The requested EU contribution is 95% of the total eligible costs.		

Date

Name

Function

Signature

*Please don't forget to insert the Annual accounts 2018 and 2019 for the lead applicant only!  
Please save everything as a unique pdf and upload it into [the e-submission system](#). Please make sure all annexes are in order. Thank you!*

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