Social Innovation ⊕ Initiative

Application Form

Part A and Part B

Funded by
the European Union

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APPLICATION FORM A

1. GENERAL INFORMATION

Call number	*Auto-fill*
Call title	*Auto-fill*
Type of Strand	*Select from a list (if applicable)*
Application number	*Auto-fill*
Application title	*Max 200 characters (with spaces).* *Must be understandable for non-specialists in your field.* *Note that for technical reasons, the characters < > " & are not accepted in the application title.*
Application acronym	*Enter the abbreviation of the application title*
Duration in months	*Auto-fill*
Requested amount, €	*Auto-fill*
Summary of the project	*A summary of the project should provide the reader with a clear understanding of the objectives of the project, how they will be achieved, and their relevance to the Call. This summary will be used as a short description of the project in the assessment process and in communications to the Project Selection Committee and other interested parties. It must therefore be short and precise and should not contain confidential information. Use plain typed text, avoiding formulas and other special characters.* *Max 2000 characters (with spaces).*
Has this application (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any other EU programme(s)?	*Select Yes or No*
Please give the application reference or contract number	*Max 400 characters (with spaces).*

2. DECLARATIONS

1. We declare to have the explicit consent of all applicants on their participation and on the content of this application.*	☐
2. We confirm that the information contained in this application is correct and complete and that none of the project activities have started before the application was submitted (unless explicitly authorised in the Call Conditions).	☐
3. We declare: - to be fully compliant with the eligibility criteria set out in the Call Conditions; - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046; - to have the financial and operational capacity to carry out the proposed project. - to pay the wage for the long-term unemployed person in accordance with the requirements set out in the Call Conditions	☐
Double funding *! Please note that there is a strict prohibition of double funding from the EU budget.*	
4. We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant.	☐
5. We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant.	☐

* *The coordinator is only responsible for the information relating to their own legal entity. Each applicant remains responsible for the information declared for their legal entities. If the application is retained for EU funding, they will all be required to sign a Declaration of Honour.*

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

3. PARTICIPANTS

List of participating legal entities in the project. Please enter the data of all legal entities participating in the project.

3.1 Organisational data

Legal name				
Role	*Select from a list (Coordinator, Beneficiary, Associated Partner)*	*Select from a list (Coordinator, Beneficiary, Associated Partner)*	*Select from a list (Coordinator, Beneficiary, Associated Partner)*	*Select from a list (Coordinator, Beneficiary, Associated Partner)*
Acronym				
Legal status	*Select from a list*	*Select from a list*	*Select from a list*	*Select from a list*

PIC (participant identification code) *Enter the 9-digit code, if your legal entity is already validated by the Central Validation Service and has a Participant Identification Code (PIC), as it has previously registered for other EU programmes.*				
Entity registration number				
VAT number *(if applicable)*				
VAT recoverable	*Select from list*	*Select from list*	*Select from list*	*Select from list*
Address of the legal entity				
Street				
City				
Postcode				
Region *(if applicable)*				
Country				
E-Mail				
Website				
Main project contact person				
Full name and position				
Phone				
E-Mail				
Legal representative *(who will sign the Grant Agreement; only for the Coordinator)*				
Full name and position				
Phone				
E-Mail				

The Granting Authority should be notified in writing in case of any change in the addresses, phone numbers or e-mail. The Granting Authority shall not be held responsible in case if it cannot contact an applicant.

4. WORK PACKAGES, DELIVERABLES AND TIMING

4.1. Work packages, activities, and deliverables

> **Work Package (WP)**
>
> *All project activities should be grouped in a logical, consistent, and structured way into separate WP. WP means a major sub-division of the project, a step leading to the achievement of the project overall goals. All WP shall present a clear, logical link to the project objectives and to the other WP.*
>
> *The number of WP should be proportionate to the scale and complexity of the project. You should give enough detail in each WP to justify the proposed resources to be allocated and also quantified information so that progress can be monitored. Resources assigned to WP should be in line with their objectives and deliverables. Please do not include costs in this section. Cost estimations per WP and the Coordinator and/or a Beneficiary should be provided in a Detailed Budget Table (Annex 1 to the Call Conditions).*
>
> *Please note that the lump sum for a WP will be paid only when the entire WP has been completed. WP should be designed in a way that enables the Granting Authority to identify clearly whether the activities have been completed and deliverables achieved.*
>
> *For proper managing cash flow, it is recommended WP with a long duration (e.g., for coordination/management or dissemination) to split along the reporting periods into several WP of a shorter duration.*
>
> *For each WP, please enter a Lead Beneficiary (i.e., the Coordinator or a Beneficiary, excluding Associated Partners), an objective (-s), list the activities and indicate deliverables that belong to it.*

WP 001:	*Enter WP name*				
Start month	*Auto-fill*	**End month**	*Auto-fill*	**Duration *(in month)***	*Select from a list*
Duration *(In month)*	*Auto-fill*				
Objectives	*Enter the specific objectives to which this WP is linked. Max 200 characters (with spaces).*				

> **Deliverables**
>
> *Deliverables are project outputs which show progress of the project.*
>
> *Deliverable type:*
> *R – Document, report*
> *DEC – Websites, patent filings, videos, etc.*
> *DATA – Data sets, microdata, etc.*
> *DMP – Data Management Plan*
> *OTHER*
>
> *Dissemination level:*
> *Public – fully open*
> *Sensitive – limited under the conditions of the Grant Agreement (Article 12)*

Deliverable No	Deliverable	Type*	Quantity	Due Date (month number)	Description	Dissemination level**
Auto-fill, D1.1	*Enter the deliverables to be achieved Max 200 characters (with spaces)*	*Select from a list*	*Enter the quantity of the deliverable you will achieve*	*Auto-fill*	*Enter a description of the deliverable Max 500 characters (with spaces)*	*Select from a list*

Auto-fill, D1.2	*Enter the deliverables to be achieved* *Max 200 characters (with spaces)*	*Select from a list*	*Enter the quantity of the deliverable you will achieve*	*Auto-fill*	*Enter a description of the deliverable* *Max 500 characters (with spaces)*	*Select from a list*

Activities

Please describe in detail the work envisaged under the WP broken into planned activities, specify their necessity and the role of the Lead Beneficiary and other participants. The description of the activity should make it clear what is planned.

Make sure that the project activities include all essential elements indicated in the Section 2.5 of the Call Conditions.

Please note that if travel costs are included into the Detailed Budget Table (Annex 1 to the Call Conditions), the travel information (number of travels, participants, destination, travel duration) should be specified in the section "Activity description".

Specify the duration of each activity, start and end months.

The leader of the activity should be listed under 'Lead participant'. If the activity is carried out by several participants, please list them under 'Participants' (multiple choice option is available).

Please note that the Coordinator remains fully responsible for the coordination/ management activities. These activities are core activities and may not be subcontracted.

Activity No	Activity name	Activity description	Start month	End month	Lead participant	Participants
Auto-fill, A1.1.	*Enter activity name* *Max 150 characters (with spaces)*	*Enter a description of the activity* *Max 2500 characters (with spaces)*	*Enter the month of start of activity*	*Enter the month of end of activity*	*Select from a list*	*Select from a list*
Auto-fill, A1.2.	*Enter activity name* *Max 150 characters (with spaces)*	*Enter a description of the activity* *Max 2500 characters (with spaces)*	*Enter the month of start of activity*	*Enter the month of end of activity*	*Select from a list*	*Select from a list*
Auto-fill, A1.3.	*Enter activity name* *Max 150 characters (with spaces)*	*Enter a description of the activity* *Max 2500 characters (with spaces)*	*Enter the month of start of activity*	*Enter the month of end of activity*	*Select from a list*	*Select from a list*

4.2. Timetable

The entire table fills up automatically.

Timeline																												
Work Package	Activity No	Activity Name	Start month	End month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

5. THEORY OF CHANGE (TOC)

Problem Statement	*Write the problem statement (main problem you want to solve) that resulted from your problem analysis (current condition, who is affected).* *Max 1500 characters (with spaces).*
Social Innovation Goal	*Explain the objective of the social innovation planned in the project.* *Max 1200 characters (with spaces).*
Planned number of target group *(if applicable)*	*If the project foresees participants (target group), please indicate the number of them.* *Max 100 characters (with spaces).*
Expected impacts and their measurement	*Detail the expected impacts that you achieve through your intervention(s) and describe how you plan to measure it. Explain why the innovative approach applied in the project will impact the target group, the participating legal entities and the employment situation in region and highlight an added value of the project in the specific context in which it is proposed to be scaled up or replicated.* *Max 2000 characters (with spaces).*

Activities	Outputs/Deliverables	Short-term outcomes	Long-term outcomes (impact)
Auto-fill	*Tangible results (outputs indicators) you produce through your activities.* *Examples:* *- number of targeted beneficiaries* *- number of attendants % of completion* *- % increase in learning outcomes* *- etc.* *Max 1000 characters (with spaces).*	*Outcomes expected of your intervention(s).* *Example of changes in:* *- Learning* *- Awareness Knowledge* *- Attitudes* *- Skills* *- Opinions* *- Aspirations* *- Motivations* *Max 1000 characters (with spaces).*	*Outcomes you hope to observe beyond your intervention timeframe.* *Changes in:* *- the target group* *- the participating legal entities* *- skills development system* *Max 1000 characters (with spaces).*

6. BUDGET

This section shall be filled in after you have finalised a Detailed Budget Table (Annex 1 to the Call Conditions).
Information provided in this section shall correspond to the information provided in the Detailed Budget Table.
Copy the amounts from the Detailed Budget Table excel sheet BE-WP Overview to this section. Please note that numbers shall be identical.

Participant acronym	Role	WP 001	WP 002	WP 003	Maximum grant amount, €
Auto-fill	*Auto-fill*	*Enter amount*	*Enter amount*	*Enter amount*	*Auto-fill*
Auto-fill	*Auto-fill*	*Enter amount*	*Enter amount*	*Enter amount*	*Auto-fill*
Auto-fill	*Auto-fill*	*Enter amount*	*Enter amount*	*Enter amount*	*Auto-fill*
Auto-fill	*Auto-fill*	*Enter amount*	*Enter amount*	*Enter amount*	*Auto-fill*
Total:		*Auto-fill*	*Auto-fill*	*Auto-fill*	*Auto-fill*

Information on project revenues:	*Not applicable*

APPLICATION FORM B

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives	*Describe the background and rationale of the project.*
	How does the project address the aim of the Call?
	How will project activities contribute to the improvement of the status quo (difference between starting point/state of play and the situation after the completion of the project?)
	How does the project contribute to the expected outcomes of the Call?
	Max 3000 characters (with spaces).

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives	*Provide a needs assessment.*
	A need is a gap between what is and what should/ would be helpful or useful. The needs assessment should be your starting point. It should include relevant, reliable data and, a robust analysis clearly demonstrating the need for the project (therefore, avoid references to generic statements and information about the problems and needs of the target group). Specify what needs will be addressed and how they have been identified.
	Which target groups will be supported/assisted by/in the project? Why have you chosen to focus on them?
	If the target group has specific needs, describe measures for the adoption to the needs.
	Briefly describe the specific objectives of the project which are based on a sound needs analysis in line with the aim of the Call. The objectives should be clear, measurable, realistic, and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (quantitative and qualitative) including a unit of measurement, baseline value and target value.
	Max 3000 characters (with spaces).

1.3 Complementarity with other actions and innovation – European added value

Complementarity with other actions and innovation	*Explain how the activities are complementary to other activities carried out by other organisations in the field and what results have already been achieved. Please provide a web link to the previous similar activities if available.*
	Describe the innovative approach you will scale up in the project. When and where has the method been carried out, what results have been achieved? Provide a web link to the previous experimentation if available. Explain why the new approach has been chosen and how it complements the previous activities. Please elaborate on innovation and novelty of the project.
	Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, etc.
	Max 3000 characters (with spaces).

2. QUALITY

2.1 Concept and methodology

Concept and methodology	*Outline the concept and methodology behind the project.*
	The concept should present the general approach to how you will solve the challenge addressed by your project. Explain how you are going to reach your project's objectives
	Describe how the activities of the project will be organised. Reveal how essential elements listed in Section 2.5 of the Call Conditions are integrated and blend in the project framework and how they pool resources and competences to achieve the planned results.
	Explain why the chosen methodology is the most suitable for achieving project's objectives, solving problem(s) and meeting needs specified in the project.
	Note: Concept and methodology are two different yet complementary things. The methodology derives from the concept, so start with the concept description. The concept is more abstract than the methodology. The methodology is a more practical and precise description of your experiments and activities. It shall not be perceived only as a list of activities but rather the aggregation of the instruments and approaches that will be used and created to carry out project activities and achieve planned results.
	Max 2500 characters (with spaces).

2.2 Consortium (Steering Committee) set-up, management

Consortium (Steering Committee) cooperation and division of roles *(if applicable)*	*Describe the participants (beneficiaries and associated partners, if any) and explain how they will contribute to mutual learning, joint work and implementation of the project. In what way does each of the participants contribute to the project and how mutual learning will be organized? Show that each of them has a valid role and adequate resources to fulfil that role.*
	Explain the management structure and decision-making mechanism within the Consortia/ project teams. Describe how the regular and effective communication will be ensured. Indicate the methods for planning and control.
	Max 2500 characters (with spaces).

2.3 Project teams, staff and experts

Describe the project teams and how they will work together to implement the project.

Present the participating institutions and their experience/expertise in the field.

Please include expertise and experience of managing long term unemployment projects.

List the staff included in the Detailed Budget Table (budget category A) by function/profile (e.g., project manager, financial manager, junior/senior expert, junior/senior advisor, trainers/, operational personnel, technical personnel, administrative personnel, communication personnel etc.) and briefly describe their tasks and experience/expertise.

Participant	Presentation of the Participant	Name and function *Specify only one team member per field*	Role/ tasks	Professional profile and expertise
Select from a list	*Max 1000 characters (with spaces).*		*Max 500 characters (with spaces).*	*Max 500 characters (with spaces).*
Select from a list	*Max 1000 characters (with spaces).*		*Max 500 characters (with spaces).*	*Max 500 characters (with spaces).*

2.4 Project quality assurance and monitoring and evaluation strategy

Project quality assurance and monitoring and evaluation strategy	*Describe the measures planned to ensure that the project implementation is of high quality and completed in time.* *Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.* *Max 3000 characters (with spaces).*

2.5 Cost effectiveness and financial management

Cost effectiveness and financial management	*Describe the measures adopted to ensure that the proposed objectives and deliverables (outputs) will be achieved in the most cost-effective way.* *Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed (do NOT compare and justify the costs of each WP but provide a brief summarized justification of a project budget as a whole.)* *Max 2500 characters (with spaces).*

2.6 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/ strategy for addressing them. Indicate for each risk (in the description) the impact and the likelihood that the risk will materialize (high, medium, low), even after taking account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management. The strategy should also incorporate risk mitigation measures that redress any gender inequalities and multiple discriminatory effects in project implementation.

Risk No	Risk Description	Work package	Risk mitigation measures	Probability of risk occurrence
Auto-fill	*Describe the risk* *Max 500 characters (with spaces).*	*Select from a list*	*Describe the proposed risk mitigation measures* *Max 500 characters (with spaces).*	*Select from a list*
Auto-fill	*Describe the risk* *Max 500 characters (with spaces).*	*Select from a list*	*Describe the proposed risk mitigation measures* *Max 500 characters (with spaces).*	*Select from a list*

2.7. Ethics and EU values

Ethics and EU values	*Describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them. Describe how you will ensure gender and non-discrimination mainstreaming in the project cycle. This means integrating gender equality and non-discrimination considerations in the design, implementation, monitoring, and evaluation of project activities. Projects activities should be pro-active and contribute to the equal empowerment of women and men, girls and boys, in all their diversity, and ensure that they achieve their full potential, enjoy the same rights and opportunities. Gender and non-discrimination mainstreaming are a key mechanism for achieving gender equality and combating multiple and intersecting discrimination. In the delivery of project activities gender mainstreaming shall be ensured by systematically monitoring access, participation, and benefits among different genders, and by incorporating remedial action that redresses any gender inequalities and discriminatory effects in implementation of planned activities. The activities shall also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for individuals.* *Explain how you intend to address privacy/data protection issues related to data collection, analysis and dissemination.* *Max 2500 characters (with spaces).*

3. IMPACT

3.1 Impact and ambition

Impact and ambition	*Define the short (outcomes), and long-term (impact) effects of the project.* *How will the target group and the participating legal entities benefit concretely from the project and what would change for them? In what way will the gap identified be reduced? How will you measure project outcomes and impact?* *Does the project trigger change in the area targeted by the project. If so, describe the degree of ambition (progress beyond the status quo) and indicators you will use to measure the extent of change.* *Describe methods for collecting, assessing, and presenting evidence of the effectiveness of the innovative approach in question. The methods shall include provisional input, output, and outcome indicators for monitoring the activities and their impact on the target group, the participating legal entities and for the targeted area, in line with the "Theory of change." The expected impact should be proportionate to the scope and size of the project. Disclose how the impact measurement would be used for the participating legal entities for the long-term continuity and sustainability of the innovative approach.* *Max 3000 characters (with spaces).*

3.2 Communication, dissemination, and visibility

Communication, dissemination, and visibility of funding	*Describe dissemination activities which are planned to promote project's results at the local/regional/national/European levels and maximise their long-term impact after EU funding ends (to whom, which format, how many, etc.) Clarify how you will reach the target groups, relevant stakeholders, policymakers, and the general public and explain the choice of the dissemination channels.*
	Describe how the visibility of EU funding will be ensured.
	Communication and dissemination activities should also contribute to the promotion of gender equality and non-discrimination. Communication materials should use gender inclusive language and positive visual representations. E.g.: When developing videos or leaflets ensure that women and men, in all their diversity, are equally represented in a non-stereotypical fashion and portrayed in active empowered roles. In addition, consider using communication channels that they are accessible to general audience, in particular to persons with disabilities, or people from marginalised groups.
	Max 3000 characters (with spaces).

3.3 Sustainability and continuation

Sustainability, long-term impact, and continuation	*Describe the follow-up of the project after the EU funding ends. Explain how the objectives, activities, and efforts to achieve the desired outcomes will continue beyond the grant period and whether and how the innovative approach could be implemented on a larger scale, including possible funding either under the shared management strand of the ESF+ or other funding sources.*
	Max 3000 characters (with spaces).

ANNEXES

No	Title of the annex	Attached
1.	*Detailed Budget Table*	☐
2.	*Declaration of the Professional Competences*	☐
3.	*List of Previous Projects*	☐
4.	*Declaration of Honour for the Beneficiaries*	☐