EUAA Actions (EUAA)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(EAC Implementation)

Version 2.0
18 December 2025

Call: [insert call identifier] — [insert call name]

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IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU project applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information

- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and **page limits**:

- page limit normally **50** pages (unless otherwise provided in the Call document)

- annexes do not count towards the page limit

- minimum font size — Arial 9 points

- page size: A4

- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ **Please use the templates available in the Submission System. Delete this box with important notice. However, DO NOT delete any instructions later in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

⚠ **Please do NOT add any supporting documents not explicitly listed in the call document.**

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ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

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Part A of the Application Form must be filled out directly in the Portal Submission System screens.

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TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be <u>deleted</u> before uploading. Other instructions in this template should <u>remain</u>.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

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PROJECT SUMMARY

Project summary
See Abstract (Application Form Part A).

1. RELEVANCE

1.1 Background and general objectives

Describe the background and rationale of the project. How is the project relevant to the scope of the call (objectives – activities)? How does the project address the general objectives of the call? Which target groups and countries will be supported/assisted by/in the project?
Insert text

1.2 Needs and specific objectives

Clearly explain the needs or gaps to be addressed by the project. What issue/challenge/gap does the project aim to address? Needs and gaps shall relate to the training and professional development and the European Asylum Curriculum implementation. *Set out the project's specific objectives in response to these needs. The objectives should be clear, measurable, realistic and achievable <u>within</u> the duration of the project.*
Insert text

1.3 Adherence to relevant EUAA strategy and methodology

Explain how your project's activities align with the relevant EUAA strategy and methodology, i.e. EUAA Training and Learning Strategy and methodology. Explain how the project builds on the EUAA approach in the relevant area.
Insert text

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2. QUALITY

2.1 Concept – methodology

Concept and methodology

Outline the overall approach behind the project. How will your project address the identified needs? How are the proposed activities expected to lead to the intended changes (outcomes/impact)? You may use intervention logic, log frame or similar to visualise it.

Explain the methodology (e.g. the main components, formats, tools, techniques and methods) you will use to implement your project. Explain why they are the most suitable for achieving the project's objectives.

Insert text

2.2 Participants capacity - Consortium setup

Participants' capacity, consortium cooperation and division of roles (if applicable)

Describe the participants (Beneficiaries, Affiliated Entities and Associated Partners, if any), their expertise and role. Explain how they will work together to implement the project. How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Note: When building your consortium, you should think of organisations that can help you reach objectives and solve problems.

Insert text

2.3 Project teams, staff and experts

Project teams and staff

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

List the key staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. use the same profiles as in the detailed budget table, if any) and describe briefly their tasks. Please, include up to 5 key persons.

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Name and function	Organisation	Role/tasks/professional profile and expertise

Outside resources (subcontracting, seconded staff, etc)

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4.

Insert text

2.4 Project management, quality assurance and monitoring and evaluation strategy

Project management, 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.

Explain the management structures and decision-making mechanisms within the consortium (if applicable)

Describe the methods to ensure good quality, monitoring, planning and control.

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.

Insert text

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.

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Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into 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.*

Risk No	Description	Work package No	Proposed risk-mitigation measures

2.5 Cost effectiveness and financial management

Cost effectiveness and financial management

Describe the measures adopted to ensure that the proposed results and objectives 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 within the consortium, based on the distribution and implementation of tasks.

⚠️ *Do NOT compare and justify the costs of each work package but summarize briefly why your budget is cost effective.*

Insert text

#§FIN-MGT-FM§# #§QUA-LIT-QL§#

3. IMPACT

3.1 Impact and ambition

Impact and ambition

Define the short, medium and long-term effects of the project on the target group. Does the project aim to trigger change? If so, describe the envisaged changes (impact/result).

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

If relevant for the project's short- or long-term impact, define the metrics to assess training effectiveness based on participant feedback (e.g. satisfaction rate), and mechanisms to ensure that EUAA feedback forms are duly filled in by learners as follow up of the session.

Insert text

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3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (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.

Insert text

3.3 Replicability - Sustainability - Continuation

Replicability, sustainability and continuation

Describe the follow-up of the project after the EUAA funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Are the results of the project replicable and usable and is there potential to amplify them within the EU countries targeted by the action and/or in other EU countries beyond those directly targeted by the action?

Insert text

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4 WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

4.1 Work Plan

Work plan
Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).
Insert text

4.2 Work Packages, activities, resources and timing

WORK PACKAGES
Work packages
This section concerns a detailed description of the project activities.
*Group your activities into work packages. **A work package means a major sub-division of the project**. For each work package, enter an objective (expected outcome) and list the activities and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.*
Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.
For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For lump sum grants: keep in mind the payment conditions to complete the WP.
⚠️ *Enter each activity/ deliverable only once (under one work package).*
⚠️ *Ensure consistency with the detailed budget table*

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Objectives

List the specific objectives to which the work package is linked.

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

*Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), indicating **in bold** the task leader.*

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of the work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

If there is subcontracting, please also complete the table below.

Deliverables (outputs/outcomes)

***Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc, enter each deliverable separately and provide in the 'Description' field information on target group, number of estimated participants, duration of the event and add how you will show that the event took place (e.g, invitation/agenda, signed presence lists, training material package, presentations, feedback questionnaires (if any), etc).

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc, add in the 'Description' field information on format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to send it to the EUAA. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

For the mandatory deliverables use the following TYPEs:

- *[KICK-OFF] Kick-off meeting with EUAA project focal point with an action plan as an outcome*
- *[Qx PM]: Quarterly summary progress meetings with EUAA project focal point*
- *[Qx PR]: Quarterly summary progress report of activities performed*

The labels used mean:

 Public — fully open

 Sensitive — limited under the conditions of the Grant Agreement

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> *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level. Note that EUAA can only fund up to EU-R level.*

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]				
Duration:	MX - MX	**Lead Beneficiary:**	1-Short name	
Objectives				
▪				
Activities and division of work (WP description)				

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Deliverables (outputs/outcomes)							
Deliverable No	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description

(continuous numbering linked to WP)							(including format and language)
D1.1		1		*[*R — Document, report*] [*DEC — Websites, patent filings, videos, etc*]* *[*DATA — data sets, microdata, etc*]* *[KICK-OFF] [Qx PM] [Qx PR][*OTHER*]*	*[*PU — Public*]* *[*SEN — Sensitive*]* *[*EU-C - EU Classified*]*		
D1.2		1			*[*PU — Public*]* *[*SEN — Sensitive*]* *[*EU-C — EU Classified*]*		

Work Package …

To insert work packages, copy WP1 as many times as necessary.

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Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues: *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.*	Insert text

Equipment

Equipment

If the equipment costs declared in budget category C.2 is higher than 15% of the claimed personnel costs in budget category A, please summarise how the equipment contributes to the needs and specific objectives of the projects. Focus on the major cost items. Make sure this is consistent with the section 1.2 and the detailed budget table.

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Events and trainings

Events and trainings (online, physical, blended)

This table is to be completed for events organised by the applicants as part of the activities in the work packages above. Events and trainings need to be listed irrespective whether they are implemented at applicants/affiliated entities premises or are rented via sub-contracting (within location to be added information if own premises/sub-contracted)

*Complete the table below with **realistic** estimates in terms of the number of attendees / participants **/** audience size. Use your risk assessment to explain your mitigating measures.*

| Event No (continuous numbering linked to WP) | Participant | Description | | | | | Attendees |
		Name	Type	Area	Location	Duration (days)	Number
E1.1	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]
E1.2	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]

Insert text

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Timetable

Timetable example for projects up to 1 year
Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary. You may use a different visualisation with the same minimum information.
Note: *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.*

ACTIVITY	MONTHS											
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
Task 1.1 - …	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨		
Task 1.2 - …							▨	▨	▨	▨	▨	▨
Task …									▨	▨	▨	▨

5. ESTIMATED BUDGET

See detailed budget table (annex 1 to Part B).

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#@ETH-ICS-EI@#

6. OTHER

Not applicable.

7. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
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 *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details.	
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 *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details.	

Financial support to third parties (if applicable) *If in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.*
Not applicable.

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ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table (annex 1 to Part B)
CVs (annex 2 to Part B) – *not applicable*
List of previous projects (annex 4 to Part B) —*not applicable*

Special

n/a