



**EUROPEAN COMMISSION**  
ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL  
Directorate E Promotion of SMEs' competitiveness  
Unit E.3 Crafts, small businesses, cooperatives and mutuals

**For guidelines on how to fill in the below forms, please refer to the "Guide for submission".**

**Proposal submission set  
for financial support from the European Commission**

**ACTION N°: ENT/CIP/09/B/N10S00**

**TITLE: "SATELLITE ACCOUNTS FOR COOPERATIVES AND  
MUTUALS"**

**The submission set include the following documents:**

- A. PROPOSAL SUBMISSION FORMS (A/1, A/2, A/3, A/4, A/5)**
- B. BUDGET SUMMARY FORM (B/1, B/2)**
- C. CO-FINANCING STATEMENT FORM**
- D. EXCLUSION CRITERIA FORM**

**To fill:**

Use the **WORD** version for documents A/1, A/2, A/3, A/4, C and D

Use the **EXCEL** version for documents A/5, B/1 and B/2

**Please do not submit this page with the application**



## 1. PROPOSAL ADMINISTRATIVE OVERVIEW (ONE FORM FOR EACH PROJECT)

Contact person for the proposal (coordinator)			
Title (Mr, Mrs, Ms...)			
Usual Family Name			
First Name			
Function			
Address			
PO Box <sup>3</sup>			
Street Name and Number			
Post Code <sup>4</sup>		Cedex <sup>5</sup>	
Town/City			
Country Name			
Telephone n° <sup>6</sup>		Fax n° <sup>6</sup>	
E-mail			
Internet homepage			
Proposal abstract (maximum 5 lines)			
Total Eligible Costs (in Euro)		EC Contribution requested	% EC Contribution requested
Total contributions in kind		Other non-eligible costs	
Duration requested (in months)		Planned start date <sup>7</sup> (DD/MM/YYYY)	

**2. PROPOSAL SUMMARY\*** (ONE FORM FOR EACH PROJECT)

THIS FORM SHOULD BE ACCOMPANIED BY THE FULL PROPOSAL AND DESCRIPTION OF THE PROJECT/ACTION.

PLEASE REFER TO THE GUIDE FOR SUBMISSION – POINT III.

**Objectives (maximum 10 lines)**

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**Description of the work (maximum 15 lines)**

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**Milestones and expected results (maximum 10 lines)**

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### 3. LEAD ORGANISATION (CO-ORDINATOR) PROFILE/INFORMATION

(1 FORM + 2 ANNEXES (LEGAL ENTITY FORM AND FINANCIAL IDENTIFICATION FORM))

Legal Information (legal entity)				
Organisation Legal Name <sup>8</sup>				
Short Name <sup>9</sup>				
Legal Status <sup>10</sup>				
The <b>Legal Entity Form</b> to be found at : <a href="http://ec.europa.eu/budget/execution/legal_entities_en.htm">http://ec.europa.eu/budget/execution/legal_entities_en.htm</a> should be annexed to the present form, duly filled in, signed and accompanied by the appropriate supporting documents.				
Financial Identification				
The Financial Identification Form to be found at : <a href="http://ec.europa.eu/budget/execution/ftiers_en.htm">http://ec.europa.eu/budget/execution/ftiers_en.htm</a> , should be duly filled in and signed, and if applicable be accompanied by the relevant bank statement.				
Organisation details				
For private companies, please fill in the financial statement form A/5 <sup>12</sup>			Total yearly revenues/ resources <sup>12</sup>	
Is your Organisation independent <sup>14</sup> ?	Y	N	Number of employees <sup>13</sup>	
If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your organisation <sup>14</sup>	<hr/> <hr/> <hr/>			
Business Area <sup>11</sup>				
Internet homepage				
Administrative officer authorised to commit the company/organisation				
Title (Mr, Mrs, Ms, ...)				
Family Name				
First Name				
Position in the company/organisation				
Telephone n° <sup>6</sup>			Fax n° <sup>6</sup>	
E-mail				
Information concerning participation and involvement				
Amount of funding which the company/organisation undertakes to provide for the operation (in Euro)				
How and when the co-financing will take place?				
Is the co-financing decision irrevocable? (if the answer is "No", please comment)				
Role and involvement in preparing the proposed project				
Role and involvement in implementing the proposed project				
Previous contracts				
Have you, previously or currently, submitted <u>this</u> proposal or one similar in content to any Community Programme? <sup>15</sup> .	Y		N	
If yes, please give details and Indicate the main differences between the present and previous proposals.				

Have you submitted (or do you intend to submit) <b>in the current year</b> a grant application directly or indirectly from a European institution or agency? <sup>15</sup>					Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If yes, please give the following details; operating grant or action grant - indicate the main differences between the present and previous proposals.								
<b>Programme name</b>	<b>DG</b>	<b>Action Name</b>	<b>Amount (in Euro)</b>	<b>Differences</b>				
Have you <b>during the last three years</b> obtained a Community grants, procurement contracts or loans directly or indirectly from a European institution or agency? <sup>15</sup>					Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If yes, please give the following details; indicate the main differences between the present and previous proposals.								
<b>Programme name</b>	<b>DG</b>	<b>Action Name</b>	<b>Year</b>	<b>Amount (in Euro)</b>	<b>Differences</b>			
I declare on oath that the above actions do not represent a risk of double funding with the present action.								
I commit myself to immediately inform the Commission service to which the current Grant Application is addressed of any request for funding submitted to, or approved by other Commission departments or Community Institutions <b>AFTER</b> the submission of the present application, and, if my proposal is accepted, until the request for payment of the balance is submitted. <sup>15</sup>								
<u>Only for public bodies – legal status GOV<sup>10</sup></u> (to be taken out if not applicable):								
I declare that the financial workflows of the public officials employed in this action are fully under my control and a part of their salary (not exceeding the amount of co-financing provided by my organisation) is booked to eligible costs only to carry out activities in addition to our routine activities. <sup>15</sup>								
I declare that I have read and accept the rules governing this call for proposal. I certify that the information in this proposal about my company/organisation is accurate and complete and that my company/organisation has agreed to host the applicants mentioned below.								
<b>STAMP OF COMPANY/ ORGANISATION</b>								
<b>DATE OF SIGNATURE</b>								
<b>SIGNATURE OF AUTHORISED PERSON</b>								

## 4. OTHER PARTICIPANTS PROFILE/INFORMATION

(1 FORM + 1 ANNEX (LEGAL ENTITY FORM) PER PARTICIPANT)

<b>Lead organisation (co-ordinator) name<sup>2</sup></b>							
<b>Participant Legal Information (legal entity)</b>							
<b>Organisation Legal Name<sup>8</sup></b>							
<b>Short Name<sup>9</sup></b>							
<b>Legal Status<sup>10</sup></b>							
The <b>Legal Entity Form</b> to be found at : <a href="http://ec.europa.eu/budget/execution/legal_entities_en.htm">http://ec.europa.eu/budget/execution/legal_entities_en.htm</a> should be annexed to the present form, duly filled in, signed and accompanied by the appropriate supporting documents.							
<b>Organisation details</b>							
<b>For private companies, please fill in the financial statement form A/5<sup>12</sup></b>		<b>Total yearly revenues/ resources<sup>12</sup></b>					
<b>Is Your Organisation independent<sup>14</sup>?</b>	<b>Y</b>	<b>N</b>	<b>Number of employees<sup>13</sup></b>				
<b>If No, please indicate name(s) of owner(s) who own 25 % or more or the public authority supervising your organisation<sup>14</sup></b>	<hr/> <hr/> <hr/>						
<b>Business Area<sup>11</sup></b>							
<b>Internet homepage</b>							
<b>Administrative officer authorised to commit the company/organisation</b>							
<b>Title (Dr, Prof., ...)</b>							
<b>Family Name</b>							
<b>First Name</b>							
<b>Position in company/ organisation</b>							
<b>Telephone n°<sup>6</sup></b>		<b>Fax n°<sup>6</sup></b>					
<b>E-mail</b>							
<b>Information concerning participation and involvement</b>							
<b>Amount of funding which the company/ organisation undertakes to provide for the operation (in Euro)</b>							
<b>How and when the co-financing will take place?</b>							
<b>Is the co-financing decision irrevocable? (if the answer is "No", please comment)</b>							
<b>Role and involvement in preparing the proposed project</b>							
<b>Role and involvement in implementing the proposed project</b>							
<b>Previous contracts</b>							
<b>Have you, previously or currently, submitted <u>this</u> proposal or one similar in content to any Community Programme?<sup>15</sup></b>			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 40px; text-align: center;"><input type="checkbox"/></td> <td style="width: 20px; text-align: center;">N</td> <td style="width: 40px; text-align: center;"><input type="checkbox"/></td> </tr> </table>	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Y	<input type="checkbox"/>	N	<input type="checkbox"/>				
<b>If yes, please give details and Indicate the main differences between the present and previous proposals.</b>							

Have you submitted (or do you intend to submit) <u>in the current year</u> a grant application directly or indirectly from a European institution or agency? <sup>15</sup>					Y		N	
If yes, please give the following details; operating grant or action grant - indicate the main differences between the present and previous proposals.								
Programme name	DG	Action Name	Amount (in Euro)	Differences				
Have you <u>during the last three years</u> obtained a Community grants, procurement contracts or loans directly or indirectly from a European institution or agency? <sup>15</sup>					Y		N	
If yes, please give the following details; indicate the main differences between the present and previous proposals.								
Programme name	DG	Action Name	Year	Amount (in Euro)	Differences			
<p>I declare on oath that the above actions do not represent a risk of double funding with the present action.</p> <p>I commit myself to immediately inform the Commission service to which the current Grant Application is addressed of any request for funding submitted to, or approved by other Commission departments or Community Institutions <b>AFTER</b> the submission of the present application, and, if my proposal is accepted, until the request for payment of the balance is submitted.<sup>15</sup></p> <p><u>Only for public bodies – legal status GOV<sup>10</sup> (to be taken out if not applicable):</u></p> <p>I declare that the financial workflows of the public officials employed in this action are fully under my control and a part of their salary (not exceeding the amount of co-financing provided by my organisation) is booked to eligible costs only to carry out activities in addition to our routine activities.<sup>15</sup></p>								
<p>I declare that I have read and accept the rules governing this call for proposal. I certify that the information in this proposal about my company/ organisation is accurate and complete.</p> <p>I do hereby grant power of attorney to the lead organisation (co-ordinator) mentioned above, to act in my name and on my behalf in signing the possible grant agreement with the European Commission I declare that I am aware and agree that in case of a successful evaluation, the Commission shall, subject to payment arrangements, pay the grant in full to the lead organisation (co-ordinator) mentioned above.</p> <p>I declare that I am aware that, except in cases of force majeure, I shall make good any damage sustained by the Commission as a result of the execution or faulty execution of my obligations.</p>								
STAMP OF COMPANY/ ORGANISATION								
DATE OF SIGNATURE		SIGNATURE OF AUTHORISED PERSON						

The following is a specimen table. Please fill in the excel version.

<b>Organisation legal name</b>	
Public sector body? (yes=1, no=0)	
<b>Project Acronym</b>	
	t-1
<b>BALANCE SHEET</b>	
<b>ASSETS</b>	
<b>1. Subscribed capital unpaid</b>	
<b>2. Fixed assets</b>	0
2.1. Intangible fixed assets	
2.2. Tangible fixed assets	
2.3. Financial assets	
<b>3. Current assets</b>	0
3.1. Inventory	
3.2.1. Debtors due within one year	
3.2.2. Debtors due after one year	
3.3. Cash at bank and in hand	
3.4. Other current assets	
<b>Total assets</b>	0
<b>LIABILITIES</b>	
<b>4. Capital and reserves</b>	0
4.1. Subscribed capital	
4.2. Reserves	
4.3. Profit and loss brought forward	
4.4. Profit and loss brought forward for the financial year	0
<b>5. Creditors</b>	0
5.1.1 Long term non-bank debt	
5.1.2. Long term bank debt	
5.2.1. Short term non-bank debt	
5.2.2. Short term bank debt	
<b>Total liabilities</b>	0
<b>PROFIT AND LOSS</b>	
<b>6. Turnover</b>	
7. Variation in inventory	
8. Other operating income	
9. Costs of material & consumables	
10. Other operating charges	
<b>10b. Added value</b>	0
11. Staff costs	
<b>12. Gross operating profit</b>	0
13. Depreciation and value adjustments on non-financial assets	
<b>14. Net operating profit</b>	0
15. Financial income and value adjustments on financial assets	
16. Interest paid	
17. Similar charges	
<b>18. Profit/loss on ordinary activities</b>	0
19. Extraordinary income and charges	
20. Taxes on profits	
<b>21. Profit/loss for the financial year</b>	0
<b>Control assets - liabilities</b>	<b>0</b>

The following is a specimen table. Please fill in the excel version.

### Forward budget for the operation

Part B.1 - Expenditure/eligible costs*	Unit	# of units	Unit rate (EUR)	Costs (EUR)
For part B.1 please use one separate form for each operation or milestone of the project; then an aggregate one for the whole project				
<b>1. Costs of staff assigned to the operation**</b>				
1.1 Resources 1	Person/day			0,00
1.2 Resources 2	Person/day			0,00
1.3 Resources 3	Person/day			0,00
<b>Subtotal Human Resources</b>				<b>0,00</b>
<b>2. Travel and subsistence expenses necessary to implement the operation</b>				
2.1. International travel	Per travel			0,00
2.2 Local transportation (over 200 km)	Per travel			0,00
2.3 Per diems for missions/travel	Per diem			0,00
<b>Subtotal Travel and subsistence</b>				<b>0,00</b>
<b>3. Equipment necessary to implement the operation</b>				
<b>Rent</b>				
3.1	Per month			0,00
3.2	Per month			0,00
<b>Depreciation of new equipment necessary to implement the operation</b>				
	Price	%annual	duration	
3.3				0,00
3.4				0,00
<b>Subtotal Equipment</b>				<b>0,00</b>
<b>4. Cost of consumables and supplies necessary to implement the operation</b>				
4.1				0,00
4.2				0,00
4.3				0,00
4.4				0,00
<b>Subtotal consumable and supplies</b>				<b>0,00</b>
<b>5. Other costs, services necessary to implement the operation</b>				
5.1				0,00
5.2				0,00
5.3				0,00
5.4				0,00
<b>Subtotal Other costs, services</b>				<b>0,00</b>
<b>6. Subtotal direct project costs (1.-5.)</b>				<b>0,00</b>
<b>7. Overheads/ Indirect costs (in case of a flat rate max 7% of "6")</b>				0,00
<b>8. TOTAL ELIGIBLE PROJECT COSTS (6+7)</b>				<b>0,00</b>
<b>9. OTHER NON ELEGIBLE COSTS</b>				
<b>10. contributions in kind</b>				
<b>OVERALL TOTAL</b>				<b>0,00</b>

## Forward budget for the operation

Part B.2 - Financing plan						Amount EUR	Percentage of subtotal
							%
<b>Co-financing by the applicant (1)+(2)</b>					<i>total</i>	<b>0</b>	<b>#DIV/0!</b>
monetary contribution (1)							#DIV/0!
own resources (2)							#DIV/0!
<b>Other co-financers* (please specify below)</b>					<i>total</i>	<b>0</b>	<b>#DIV/0!</b>
<i>Name</i>	-	-	-	-			
1.							#DIV/0!
2.							#DIV/0!
3.							#DIV/0!
<b>Contribution requested from the Commission</b>					<i>total</i>	<b>0</b>	<b>#DIV/0!</b>
DG Enterprise							#DIV/0!
							#DIV/0!
							#DIV/0!
<b>Direct revenues expected from the operation (please specify below)</b>					<i>total</i>	<b>0</b>	<b>#DIV/0!</b>
							#DIV/0!
							#DIV/0!
							#DIV/0!
<b>Estimated bank interest generated by the grant requested over the period of implementation of the operation</b>							#DIV/0!
<b>Value of contributions in kind</b>							
<b>Contribution allocated to the other non-eligible costs</b>							
<b>OVERALL TOTAL</b>						<b>0</b>	<b>#DIV/0!</b>

**CO-FINANCING STATEMENT FORM****(TO BE FILLED IN FOR EACH CO-FINANCING THIRD PARTY)****Information on the Proposal**

Proposal Full Name <sup>1</sup>			
<b>Legal Information (legal entity)</b>			
Organisation Legal Name <sup>8</sup>			
Short Name <sup>9</sup>			
Legal Status <sup>10</sup>		Legal Registration n°	
VAT number			
Business Area			
<b>Registered Address of the legal entity</b>			
PO Box <sup>3</sup>			
Street Name and Number			
Post Code <sup>4</sup>		Cedex <sup>5</sup>	
Town/City			
Country Name			
<b>Information concerning participation and involvement</b>			
Amount of funding which the company/organisation undertakes to provide for the operation (in Euro)			
How and when the co-financing will take place?			
Is the co-financing decision irrevocable? (if the answer is "No", please comment)			
Role and involvement in preparing the proposed project			
Role and involvement in implementing the proposed project			
<b>Administrative officer authorised to commit the company/organisation</b>			
Title (Dr, Prof., ...)			
Family Name			
First Name			
Position in company/organisation			
Telephone n° <sup>6</sup>		Fax n° <sup>6</sup>	
E-mail			
STAMP OF COMPANY/ ORGANISATION			
DATE OF SIGNATURE		SIGNATURE OF AUTHORISED PERSON	

## Standard Form concerning the Exclusion criteria

The undersigned:

Complete Official Name of the Candidate Company or organisation:

Official legal status:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form (representative legally authorised to represent the candidate vis-à-vis third parties and acting on behalf of the aforementioned company or organisation):

declares on his honour that the company or organisation that he represents:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) Is not currently subject to an administrative penalty referred to article 96.1 of the Financial Regulation applicable to the general budget of the European Communities.

The Commission shall accept as satisfactory evidence that the candidate:

- is not in one of the situations described in a), b) or e) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- is not in the situation described in d) above, a recent certificate issued by the competent authority of the Member State concerned. Where no such document or certificate is issued by the country concerned, it may be replaced by a declaration under oath or, failing that, a solemn statement made by the candidate before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Depending on the national legislation of the country in which the candidate is established, the documents referred to above shall relate to legal persons and/or natural persons including, where considered necessary by the Commission, company directors or any person with powers of representation, decision-making or control in relation to the candidate.

**By returning this form duly signed**, the candidate undertakes to send to the Commission, within seven calendar days following the receipt of the Commission's request, these documents and any document the Commission considers necessary to perform its checks.

In addition, the undersigned declares on his honour:

- g) that on the date of submission of the proposal, the company or organisation he represents and the staff proposed for this action are not subject to a conflict of interests in the context of this call for proposals; he undertakes to inform the Commission without delay of any change to this situation after the date of submission of the proposal.
- h) that the information provided to the Commission within the context of this call for proposals is accurate, sincere and complete.

By signing this form, the undersigned acknowledges that he has been acquainted with the administrative and financial penalties specified in articles 114.3 and 114.4 of the financial regulation (OJEU L 390/1 of 30.12.2006) and in articles 134b and 175 of the detailed rules for the implementation of the financial regulation (OJEU L 111/1 of 28.04.2007), which may be applied if one of the situations described in points a) to h) above arises.

Full name

Date

Signature

Stamp of the Applicant Company or Organisation