

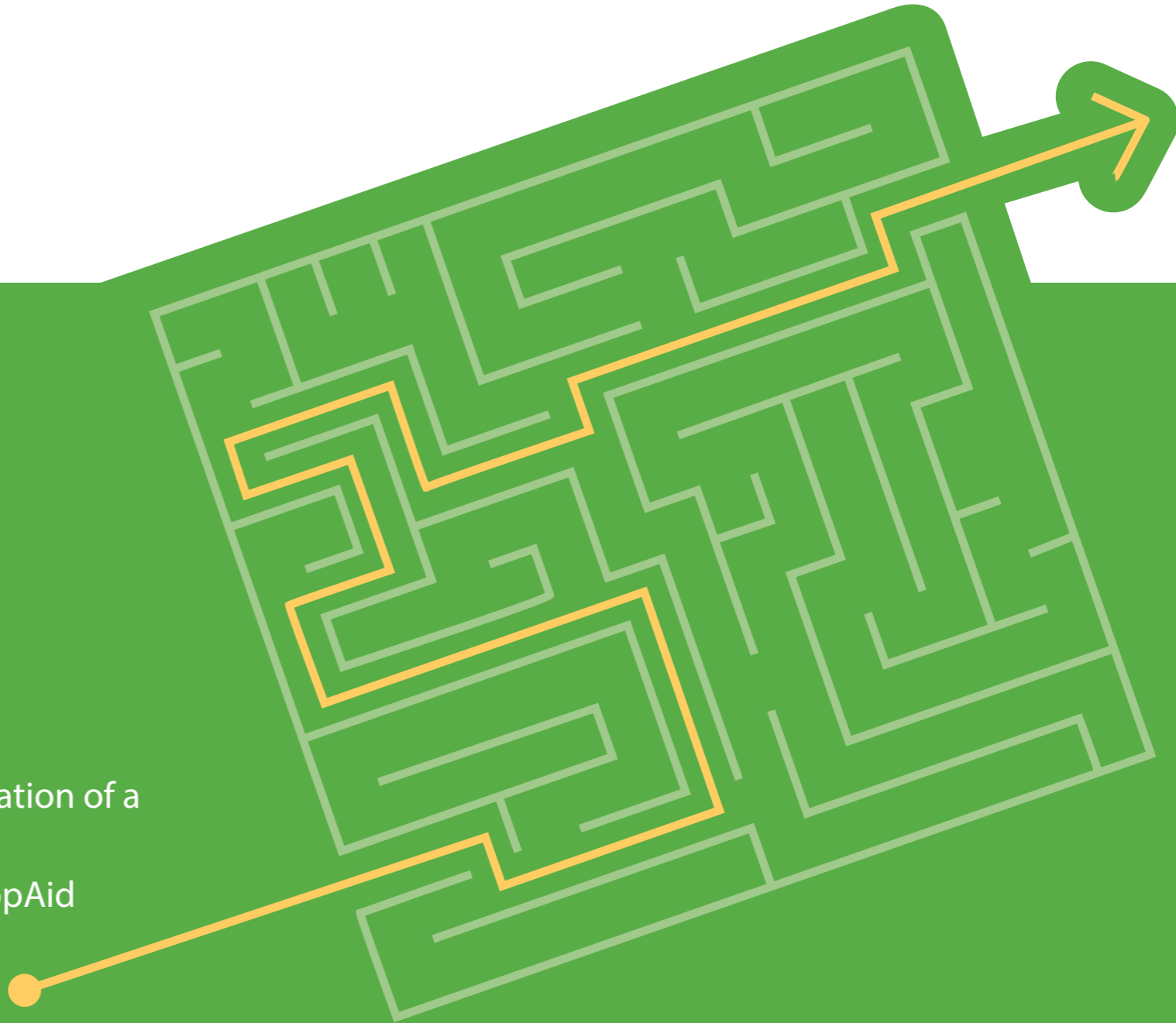


**Cooperatives of the Americas**  
A Region of the International  
Cooperative Alliance

# 2

**Quick guide** for the elaboration of a  
Full proposal to the European Union  
within the financing mechanism EuropAid

April, 2021

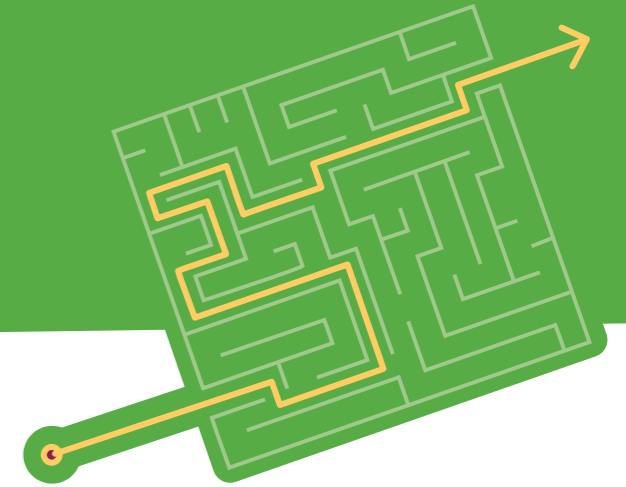


# Congratulations!

Your project has been pre-selected and you have been invited to submit a full application.

Now the probability that your project will be approved is higher and the competition goes from quantitative (fewer applicants) to qualitative (internal coherence, detail of the proposal, etc.)

FOCUS YOUR ATTENTION ON THOSE ELEMENTS.



## Procedure for the submission of the full application

(Annex A2)<sup>1</sup>

### 1 Document Review

- Review the letter from the EU (sometimes the receipt must be confirmed), the concept note and the Guideline for Applicants again
- Review the deadline for the submission of the Full application (invitation letter)
- Review the deadline for asking questions (invitation letter)
- What were the amounts (results, target groups and beneficiaries) defined in the Concept Note? These cannot be changed without justification!
- What other elements of the Guideline for Applicants must be taken into account (sometimes they refer to minimum elements in the budget, such as evaluation and audit, baseline, visibility elements etc.)

### 2 Review of Governing Body

- Hold a management meeting (i.e. board of directors) to make the formal decision to submit the Full Application
- The Management must assign the necessary Human Resources (20 days for a technical person, 5-10 days for a financial person)
- You should establish lines of communication with the Board of Directors and the decisions that have to be made by them
- Prepare a first distribution of the funds available among the partners, guidelines for the payment of the co-financing and the distribution of 7% of the administration costs

### 3 Consortium meeting

- Present Concept Note and agreed commitments. Has the environment or conditions changed? Should the activities be adjusted?
- Present budget distribution by partners, if available (activities, human resources, other administrative expenses, for example travel)
- Distribute responsibilities of activities among partners
- Define the tasks for the preparation of the Full Application (see list below)

### 4 Write the Full Application

- See detailed description of the steps to write the Full Application



### 5 Submit the Full Application

- Have a Memorandum of Understanding signed with the partners that establishes the rights and obligations of each one (co-financing, 7% admin cost distribution, respective activities etc.)
- Obtain approval from the Board of Directors and partners of the final version
- Familiarize yourself with the submission system (Prospect) some time before the deadline
- Have all the documents at hand and upload them before the deadline (Annex A.2 Complete Application Form, Logical Framework and budget, Annex H: Declaration on Honour of applicant and co-applicants and Declaration of the applicant and co-applicants' mandates)

<sup>1</sup> The information is based on the formats and requirements of the Standard Contrat and PRAG July 2020.

# The steps for writing the proposal

1

It is recommended to start with the development and detailed description of the activities and their respective budget



2

Then all the costs will be combined in a general budget, and the costs for human resources, local office, evaluation, audit, visibility will be included to see the full amount of the budget and necessary adjustments



3

Based on this "activity-based budget", the European Union budget format will be filled in. The 3 spreadsheets of the form must be filled in!



4

Then the write-up of the "description of the action", "methodology" and "sustainability" parts of the Full Application form will be distributed between the partners



5

Impact, Outcome and other outcomes (results) are inserted in the logical framework and indicators are defined for each one. Make sure to maintain the vertical logic (results chain) and horizontal logic (hypothesis).



6

Based on the established numbers of target groups per activity, the outputs can be developed.



7

Each partner must contribute their "experiences" in the established format



8

Each partner must fill out the respective "declaration" or "co-applicant mandate" and Annex H - Declaration on Honour



9

Each partner must have the registration and documents updated in Pador





## Check list:

### Elements of the Full Application

Mark with an "X" if the section is already prepared

Grant Application Form Annex A2 with the following sections

- Description of the Action
- Methodology
- Indicative Action Plan
- Sustainability
- Experiences  
Applicant   
Co-applicant 1   
Co-applicant 2   
Etc.

Annex B Logical Framework

Annex C Budget with the 3 spreadsheets:

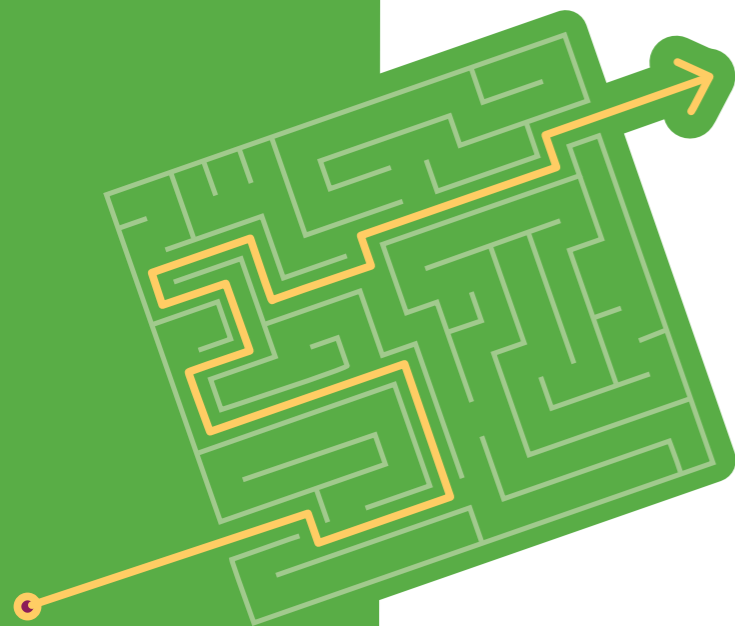
1. Budget
2. Justification
3. Expected sources of funding

Declaration of the applicant

Mandate of the co-applicant  
Co-applicant 1   
Co-applicant 2   
Etc.



## Check list:



### Elements of the Full Application

Mark with an "X" if the section is already prepared

Annex H: Declaration on Honour

Applicant   
Co-applicante 1   
Co-applicant 2   
Etc.

Pador registered and updated

Applicant   
Co-applicant 1   
Co-applicant 2   
Etc.



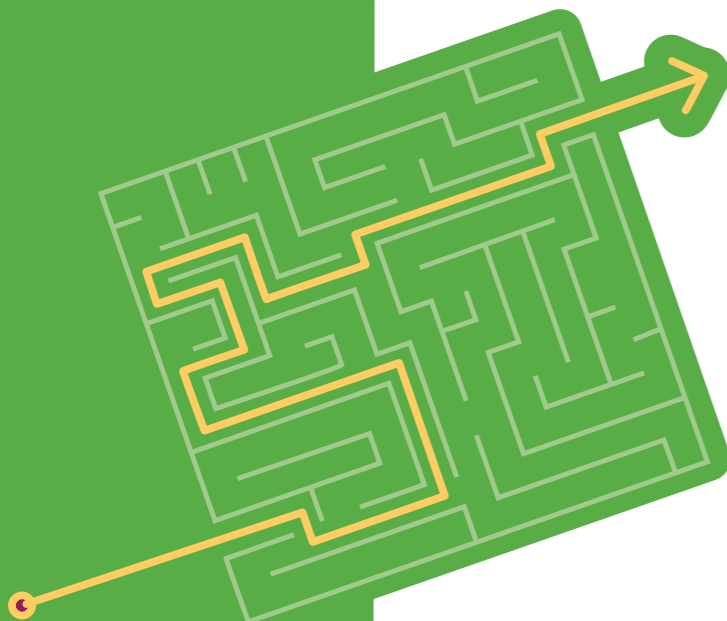
## Check list:

### The Grant Application Form

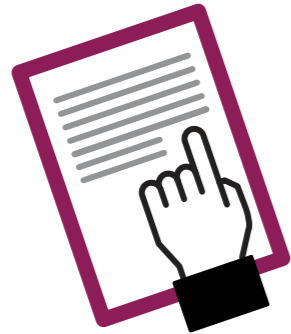
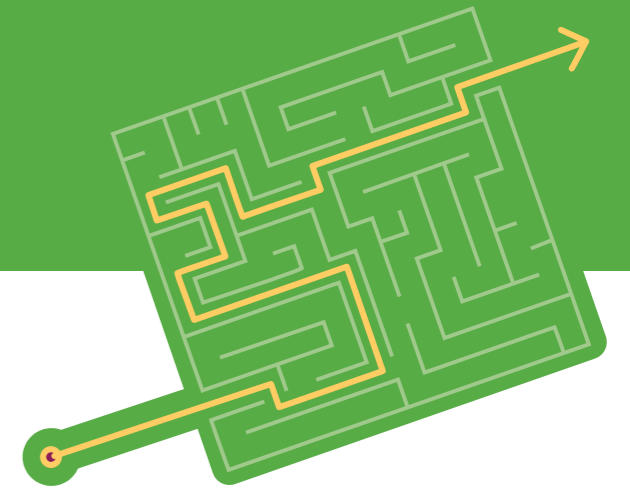
- The Grant application Form for the Full Application (Annex A2) of the respective call has been used.  Yes
- The instructions on the Full Application have been followed (being A4 size with 2 cm margins, Arial 10 font characters and single line spacing).  Yes
- The proposal is written in an accepted language for this call.  Yes
- The text of each section does not exceed the maximum number of pages allowed.  Yes

### Administrative Aspects

- The requested amount of grant is between the minimum and maximum of the grant established in the guide for applicants.  Yes
- The percentage of co-financing is between the minimum and maximum of the values established in the guide for applicants.  Yes
- The amount requested for the grant has not varied by more than 20% in relation to the amount indicated in the Concept Document.  Yes
- The duration of the action is between the minimum and maximum allowed.  Yes
- The balanced budget is attached, presented in the requested format and expressed in EUR.  Yes
- It has been defined in the consortium how the co-financing is distributed.  Yes
- It has been defined in the consortium how the administration costs are distributed (7% of the total direct costs).  Yes
- A Memorandum of Understanding has been signed with each of the partners that refers to the points mentioned above.  Yes



# Top tips:



Develop an action plan for the preparation of the Full Application with the consortium and consider the duration of the feedback and the necessary times for presentation and approval by the directors or board of directors.



Allow enough time and human resources for the elaboration.



Do not underestimate the work of budgeting, especially the "Justification" part.



Do not vary the amount of the grant requested in the Concept Note by more than 20



Copy the guiding questions on pages 16-19 (INSTRUCTIONS FOR DRAFTING THE FULL APPLICATION) and answer each one.



Review the final version based on the evaluation grid at the end of the guideline for applicants.  
Can you answer each question?



Editorial notes

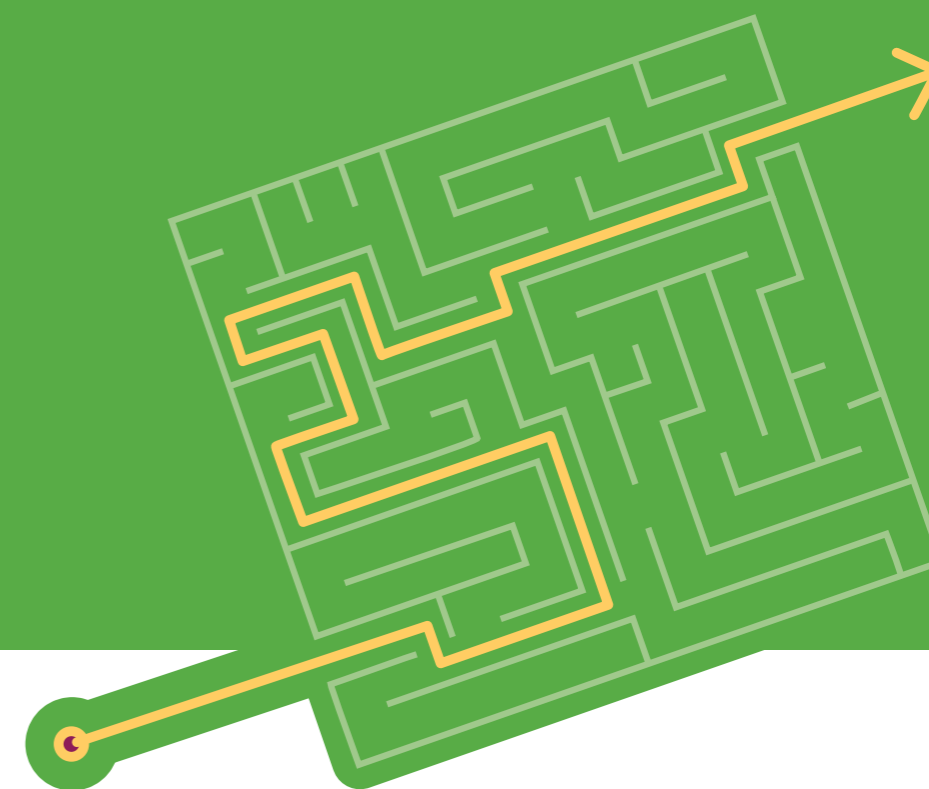
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