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| **GRANT AWARD PROCEDURE** |
| **APPLICATION FORM** |

**European Heritage Label sites / the Cultural Routes of the Council of Europe – 2025 Call for Project Proposals**

*within the framework of the European Heritage Days joint action of   
the Council of Europe and the European Union*

***EAC-A05-2024 – BH 4732 2025 PMM 3964***

**HOW TO COMPLETE THE APPLICATION FORM**

Complete each box with the information requested. The size of the box can be adapted to the volume of text typed.

Once all fields are completed, print the Application Form, sign it, and send it as follows:

* The **signed and stamped** application form and budget form **(scanned pdf format)** should be sent by e-mail to [**Stories.EHD@coe.int**](mailto:Stories.EHD@coe.int) with the subject line “Application EHL sites/CoE Cultural Routes EHD 2025 grant”
* The completed **Word file** of the application form and the completed **Excel file** of the budget form should **also** be attached and sent to [**Stories.EHD@coe.int**](mailto:Stories.EHD@coe.int). These are required for verification purposes.
* Should you wish to include a photographic image with your application, this should also be attached in the same e-mail. Photographic images should **NOT** be pasted into the application form.

***The final deadline for submission is:******\*\*19\*\* March 2025 at midnight CET***

**Applications submitted will be assessed in accordance with the following criteria:**

(1) **Relevance** - This criterion evaluates how the project implements the selected priorities (see section 2.4 of the guidance). *(0-25 points);*

(2) **Quality of the content and activities** - This criterion evaluates how the project will be implemented in practice (quality of activities and deliverables, methodology, timetable, appropriateness of the budget) and how likely it will reach its objectives. *(0-25 points);*

(3) **Communication and dissemination** - This criterion evaluates the project’s approach to communicating its activities and disseminating its results and to sharing knowledge and experiences within the network of European Heritage Label sites/Cultural Routes of the Council of Europe. The aim is to maximise the impact of the project results at local, regional, national and European level, and to ensure that the sustainability of the impact beyond the project’s lifetime. *(0-25 points);*

(4) **Quality of the partnership** - This criterion evaluates the relevance of the partnership to the project as well as the extent to which the structure and the management of the project will ensure the effective implementation of the project.

*(0-25 points).*

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| **1. Legal Applicant** | |
| Official registered name ► |  |
| Official legal form (association, charity, NGO, etc.) ► |  |
| Operational name of EHL site/Cultural Route of the Council of Europe (if different) ► |  |
| Registration number (if any) ► |  |
| Country of registration ► |  |
| Full address (including postcode and country) ► |  |
| Website address (if any) ► |  |
| Name(s) of the person(s) entitled to enter into legally binding commitments on behalf of the legal applicant  (indicate names and positions) ► |  |
| Date on which the legal applicant was founded ► |  |
| Registration number (if any) ► |  |
| Summary of objectives of the legal applicant  (as stipulated in its Statutes) ► |  |
| Members of the governing board (or equivalent body, if applicable). Indicate names, positions and professions ► |  |

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| **2. Contact details** | |
| Contact person ► |  |
| Position of the contact person ► |  |
| Email address ► |  |
| Phone number ► |  |

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| **3. Bank details of Legal Applicant** | |
| Name of the Bank ► |  |
| Full address of the Bank ► |  |
| Account holder name ► |  |
| IBAN number ► |  |
| SWIFT / BIC Code ► |  |
| Special instructions for bank transfers in EUR.  Please attach the bank’s official instructions, if available. |  |

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| **4. Project Title** |
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| **5. Brief Project Description** |
| Please give a short introductory paragraph to describe the Project ▼ |
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| **6. Description of the Project** |
| Indicate below the background information of the project, impact (overall objective) and outcomes (specific objectives) of the Project ▼ |
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| **7. Proposed activities** |
| For each activity, indicate the title, duration, specific objectives, detailed description, implementation means, evaluation means (if any) and target group(s) ▼ |
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| **8. Expected results and sustainability of the Project** |
| Indicate below the estimated results and sustainability of results after the completion of the Project ▼ |
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| **9. How do you plan to publicise your Project, once it has been completed?** |
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| **10. Please tell us about your EHL site’s/Cultural Route’s most recent event/activity for the annual European Heritage Days.**  **Or please tell us about a future event/activity which your EHL site/Cultural Route is planning for the 2025 EHD season.** |
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| **11. Applicant’s operational capacity** |
| Indicate below how the applicant intends to implement the proposed activities (where applicable, indicate the involvement of third parties including providers) and cross-frontier collaboration. ▼ |
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| **12. Applicant’s financial capacity** |
| Indicate below any information reflecting the applicant’s financial capacity, such as turnover or equivalent (annual budget) for the last 2 (two) years, net earnings (if any), total balance sheet or budget, or medium and long-term debt (if any) ▼ |
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| **13. Co-funding** |
| Indicate below how the applicant intends to contribute to the project (either by way of its own resources or by contribution from third parties). Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project ▼ |
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| **14. Declaration** |
| By signing this form I…………………………………………, the undersigned, authorized to represent the applicant, hereby certify that the information contained in this application is correct and that the applicant organisation has not received or applied for any other Council of Europe funding to carry out the action which is the subject of this grant application.  I understand that, should the application be successful, the co-financed project shall clearly acknowledge the European Union’s and the Council of Europe’s contribution in all publications or in conjunction with activities for which the grant is used.  **In this respect, I understand that beneficiaries are required to give prominence to the names and logos of the Council of Europe, the European Union as well as the European Heritage Days (EHD) on all their publications, posters, programmes and other products realised under the co-financed project.**  **The exception to this requirement includes the publications and promotional/visibility materials with the EHD emblem only produced by the winners of the grants in case if the winners are from the countries which do not participate in the European Union’s Creative Europe Programme.[[1]](#footnote-1)**  I also certify on my honour that the applicant organisation or their owner(s) or executive officer(s) is not in one of the situations which would exclude it from taking part in a Council of Europe grant award procedure, and accordingly declare that the applicant:  a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;  b. is not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;  c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;  d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established;  e. is not and neither likely to be in a situation of conflict of interests;  f. is not, or its owner(s) or executive officer(s) are not, included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sacntionsmap.eu](http://www.sacntionsmap.eu)).  I also acknowledge that the grant cannot be spent entirely or to a large extent on staffing costs, permanent equipment or core running costs, as well as on any other ineligible costs as referred to in Article 7 of Appendix: Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe. |

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| **15. Publication of the award decision** |
| The Council of Europe publishes annually information about awarded grants on its website (available at <https://www.coe.int/en/web/portal/grants>) pursuant to Article 2.1.4 of Rule No. 1374 of 16 December 2015 on the grant award procedures of the Council of Europe. Please indicate below whether the applicant has any objections to the publication of information on the award decision (the title of the Agreement, the nature and purpose of the Agreement, name and locality of the Grantee and amount of the Agreement) should its application be successful and, if so, the reasons for such objection ▼ |
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| **16. Signature** | |
| Complete the table below and sign in the last box | |
| First Name and Name of the Signatory ► |  |
| Title or position of the Signatory ► |  |
| Place and date of signature ► | **Done in:** |
| **On :** |
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| Signature and official stamp of the applicant organisation ► |  |

1. Eligible countries to EU funds include all EU Member States and other countries participating in the European Union’s Creative Europe Programme: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Türkiye, Ukraine. [↑](#footnote-ref-1)