



Application Form

Administrative Forms (Part A) Description of the Action (Part B)

**Call for proposals for grants for media actions in the area of
communication covering period 2025-2027**

EP-COMM-SUBV-2025-MEDIA

Version 1.0

27/10/2024

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants 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 description of the action.

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 and its annexes needs to be uploaded 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 applicant and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally **20 pages** (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and 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 have worked with track changes, please submit a clean document.

 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 do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

ADMINISTRATIVE FORMS (PART A)

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

DESCRIPTION OF THE ACTION (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.

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]
Start date:	[dd/mm/yyyy]
End date	[dd/mm/yyyy]

1. Relevance of the action

Relevance of the action with regards to the objectives of the call, including how it relates to the work of the European Parliament (see section 1. of this call).

Insert text

2. Quality of the action

Detailed description of activities and deliverables, paying particular attention to the list of key performance indicators (Annex 1 of the application form).

Suitable choice of activities with respect to objectives and action strategy, adequate communication mix, synergy between the activities, including the distribution on different platforms. Suitable indicative timetable of the planned activities.

Innovative approach: multimedia formats and integration of channels.

Quality of the methodology (internal organisation, evaluation, use of data, segmentation and target strategy indicators).

Sound journalistic standards, including but not limited to, methods to ensure accuracy, independence and professional reporting,

Sustainability of the action (foreseen measures to, if economically feasible, continue the action beyond the implementation period of the grant in the absence of EP financial support. Uploading the articles/videos/podcasts etc. on a website so they are available for an open-ended period is not sufficient to comply with this criteria).

Insert text

3. Reach

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Expected reach of the action (as measured based on the performance indicators provided in Annex 1) including reach beyond own channels. Reach can be regional, national or focused on a given target group. Audience outside EU27 is not considered an asset.

Expected participation of audiences, capacity to generate engagement beyond own channels.

Reach strategy: overall coherence, precision and robustness of the proposals described in the Application Form and in Annex 1 to distribute content and to engage audiences.

Insert text

4. Budget and cost effectiveness

Suitable allocation of the resources in relation to the objectives and scope of the activities.

Clear description of the estimated costs and accuracy of the budget.

Consistency between the estimated costs and deliverables.

Realistic estimation of costs of action coordination and of activities implemented by the applicant, including number and rate of person/days.

Proper justification for subcontracting the implementation of part of the action. Clear description of the task to be performed by subcontractors and affiliated entities.

Suitable arrangements for monitoring/supervision of the action. Identification of possible risks, their impact and proposed measures to mitigate them.

Insert text

LIST OF ANNEXES OF THE APPLICATION FORM

Annex 1 — Key Performance Indicators: **mandatory**

To fill in using the form provided inside the Submission System and return with the application form.

This document aims at proving the award criteria - if the proposal is retained for funding, this annex will become integral part of the Grant Agreement (to be uploaded in excel format).

Annex 2 — Detailed budget table: **mandatory**

To fill in using the form provided inside the Submission System and return with the application form.

Other annexes (to be uploaded as PDF of excel files): **mandatory**

- **CVs** or description of the profiles of the people primarily responsible for managing and implementing the action. These documents aim at proving the operational capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **Annual activity report** of the last 2 years. These documents aim at screening the operational capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **List of previous projects and activities** performed in the last 2 years and **connected to the actions to be carried out**. These documents aim at screening the operational capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **Financial statements** (including the balance sheet, the profit and loss accounts and the annexes) for the last 2 financial years for which accounts have been closed. This document aims at screening the financial capacity of the applicant. *(to be uploaded as PDF files and return with the application form)*
- **Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts**. - This document aims at screening the financial capacity of the applicant. *(to fill in using the form provided inside the Submission System and return with the application form)*
- **Declaration on honour** (to fill in using the form provided inside the Submission System and return with the application form)
- **Other**.

All annexes and supporting documents must be submitted at the time of submitting proposals. Failure to submit annexes may lead to the inadmissibility of the proposal, without further consideration.