**Request for Assistance - Standard Form**

|  |  |
| --- | --- |
| **Name of the applicant** |  |
| **Country /Region** |  |
| **Official postal address**  **Telephone and fax** |  |
| **E-mail and website of the organization** |  |
| **Contact person (and function) for this action** |  |
| **Email address** |  |
| **Partner(s)’ contacts** |  |

*Any change in the addresses, phone numbers, fax numbers and in particular e-mail, must be notified in writing to the PMU for the TradeCom II Programme. The PMU for the TradeCom II Programme will not be held responsible in case it cannot contact an applicant.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your Organisation is** | National | | Regional | | Continental | All ACP | | | | Other |
|  |  |  | | |  | |  | |  | |
| **Type of Organisation** | National Ministry | | | Private sector / exporters | | | | Service provider | | |
| Other (specify) | | | Regional Organisation (REC) | | | | NGO | | |
|  | | | | | | | | | | |
| **The Organisation is** | Public | | | **Staff working for the Organisation** | | | <10 | | | |
| Private | | | 10 to 20 | | | |
| Civil society | | | 21 to 50 | | | |
|  |  | | | >50 | | | |
| **It was Founded in** | *Year* | | |  | | |  | | | |
|  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of the project/action Proposed :** | | | |  | | | | |  | | |  |
| **The Project is** | National | | Regional | | | | Continental | | All ACP | | | Other |
|  |  |  | | | | |  | | |  |  | |
| **Country/ies involved:** |  | | | | | **Partners (if any)** | |  | | | | |
|  | | | | |  | | | | |
|  | | | | |  | | | | |
|  | | | | | | | | | | | | |
| **Services Requested**  *(more than one option possible)* | Technical and legal assistance | | | | | | | Technical expertise | | | | |
| Training and Capacity building | | | | | | | Logistical support | | | | |
| Studies | | | | | | | Other (specify) | | | | |
|  |  | | | |  | | | | | | | |
| **Expected Duration**  *(months)* | 3 - 6 | **Direct Beneficiaries**  *(more than one option possible* | | | | | | Internal Staff of the applicant | | | | |
| 7-9 | Staff of other public / private entities | | | | |
| 10-12 | Exporters | | | | |
|  |  | Other | | | | |
|  | | | | | | | | | | | | |

*This Standard Request Form is to be fully completed, signed and submitted electronically (scanned in pdf and word version) to* [*contact@tradecom-acpeu.org*](mailto:contact@tradecom-acpeu.org) *Please, do not hesitate to contact the Programme Management Unit for any doubt or question related to the application process.*

*On the basis of this application form, and provided the intervention is eligible, the PMU will discuss with you the drafting of the Terms of References of the intervention. The request form only includes an overview and a summary of activities and is expected to not exceed a total of 5 pages.*

1. **Project Proposal (1 page)**

1.1 Title of the action

*Title of the action proposed*

*Brief description (2-3 lines)*

1.2 Justification of the action

*What are the obstacles your proposal aims to remove?*

*What is the purpose of your proposal (if several of them, state one by one)?*

1.3 Objectives and Results

*What are the specific objectives that the project aims to achieve at the end of its implementation?*

*Define a list of expected results that will be achieved during project implementation and that will ensure a change in the problems outlined.*

1.4 Direct Beneficiaries

*Who is this project addressed to? Who will directly benefit from its actions? What is the target group(s)? How many people will be directly involved?*

1.5 Activities

*Please explain what should be done in order to achieve the results indicated above.*

*Please list the expected activities*

1. **Applications to EU and Other Donors/Partners**

*Applications submitted (or about to be submitted) in the last 3 years to EU institution and/or other donors in the same field as this proposal*

|  |  |  |
| --- | --- | --- |
| Country of intervention | Programme / Donor | Amount requested (EUR) |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Declaration of the Applicant**

|  |
| --- |
| **The applicant declares that:**   * Is fully engaged in pursuing its cooperation with the PMU TradeCom II Programme for a successful implementation of its request. * It undertakes to comply with the principles of good partnership practice and is directly responsible for the preparation and management of the action, and is not acting as an intermediary. * It is required to inform without delay the PMU to which this application is submitted if the same application for funding made to other donor or Community institutions has been approved by them AFTER submission of this request. * It acknowledges that it may lose eligibility to obtain assistance for the action subject to this request for assistance, or other actions, should all or part of the information submitted in the present request not be correct or intentionally omits indispensable elements for the evaluation of the request. |

1. **Signature**

I, the undersigned and person responsible in the applicant organization for the proposal, certify that the information given in this Declaration is correct.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Date** |  | **Signature** |  |