



Humanitarian Aid (HUMA)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

EU Humanitarian Partnership 2028-2034

Version 1.0
01 June 2026

Disclaimer

This document is aimed at informing applicants. 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 certificates**; 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 technical description.

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 needs to be uploaded as PDF (+ Annexes) 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**. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally **10** pages (unless otherwise provided in the Call document)
- annexes 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 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.

Example, not to complete

Call:
()

Topic:

Type of Action:

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Application forms

Proposal ID

Acronym

1 - General information

Field(s) marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement
Acronym	<input type="text" value="Acronym is mandatory"/>
Language	<input type="text" value="Please select a language"/>
Proposal title	<input type="text" value="Max 200 characters (with spaces). Must be understandable for non-specialists in your field."/>
	<small>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &</small>
Duration in months	<input type="text" value="Estimated duration of the project in full months."/>
Fixed keyword 1	<input type="text"/> <input type="button" value="Add"/>
Free keywords	<input type="text" value="Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces)."/>

How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or "not applicable". For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website https://ec.europa.eu/info/strategy/priorities-2019-2024_en for more information.

☒ Priorities are applicable ☐ Priorities are not applicable

1	<div>Priority: Domain: Policy area:</div>	<input type="button" value="Remove"/>
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Application forms

Proposal ID

Acronym

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- o Objectives
- o Activities
- o Type and number of persons benefiting from the project
- o Expected results
- o Type and number of outputs to be produced

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

• Do not include any confidential information.

• Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters

2000

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

☐ Yes ☐ No

Please give the proposal reference or contract number.

Previously submitted proposals should be with either 6 or 9 digits.

Remove

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *

☐

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).

☐

3) We declare:

- to be fully compliant with the eligibility criteria set out in the call
- not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
- to have the financial and operational capacity to carry out the proposed project.

☐

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#).

☐

5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).

☐

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Application forms

Proposal ID

Acronym

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

organisation data

PIC	Legal name
-----	------------

Accreditation type	Accreditation number	Expiration date
Erasmus Charter for Higher Education		

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown

SME Data

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status.....	unknown
SME self-assessment	unknown
SME validation sme	unknown

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Departments carrying out the proposed work

Department 1

Department name *Name of the department/institute carrying out the work.*

☐ not applicable

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Links with other participants

Type of link	Participant

Application forms

Proposal ID

Acronym **Acronym is mandatory**

Short name

Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title _____

Gender ☐ Woman ☐ Man ☐ Non Binary

First name

Last name

E-Mail

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.*

☐

Same as
organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone +xxx xxxxxxxxxx

Phone 2 +xxx xxxxxxxxxx

Application forms

Proposal ID
Acronym **Acronym is mandatory**

3 - Budget

No.	Name of beneficiary	Country	A. Personnel costs - without volunteers /€	A. Personnel costs – volunteers /€	B. Subcontracting costs/€	C. Purchase costs - Travel and subsistence/€	C. Purchase costs - Equipment/€	C. Purchase costs - Other goods, works and services/€	Total eligible costs/€	Ineligible costs	Total estimated project costs and contributions	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs	Max grant amount	Income generated by the project	In kind contributions	Financial contributions	Own resources	Total estimated project income
			(a1)	(a2)	(b)	(c1)	(c2)	(c3)	(h)	(j)	(k)	(U)	(l)	(m)	(n)	(o)	(p)	(q)	(r)	(s)
1			0	0	0	0	0	0	0,00	0	0		0,00	0,00	0,00	0	0	0	0	0,00
	Total		0	0	0	0	0	0	0,00	0	0		0,00	0,00	0,00	0	0	0	0	0,00

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to be completed

Example, not to be completed

APPLICATION FORM (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 take due account of the call conditions published on the Portal. Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project acronym:	[acronym]
Project title:	[title]
Coordinator contact:	[name NAME], [organisation name]

PARTICIPANTS				
Please use the same numbering as in Part A of the Application Form.				
Number	Role	Name	Short name	Country
1	COO			

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 All boxes are already prefilled with references to the individual assessment report. Nothing for you to do; just verify the declarations in section 9, save the file as PDF and upload in the Submission System.

BLOCK 1 — ELIGIBILITY

Legal status
NGO status
See Independent Assessment Report.
Headquarters
See Independent Assessment Report.
Autonomy and independence
See Independent Assessment Report.

Principles
Humanitarian purpose
See Independent Assessment Report.
Humanitarian principles
See Independent Assessment Report.

BLOCK 1 — FINANCIAL CAPACITY, EXCLUSION AND MINIMUM REQUIREMENTS

1. EXPERIENCE

Humanitarian aid experience
See Independent Assessment Report.

2. FINANCIAL STATUS

Financial status
Certified audited financial statements
See Independent Assessment Report.
Liquidity (quick ratio)
See Independent Assessment Report.
Equity

See Independent Assessment Report.
Operating income
See Independent Assessment Report.

3. SYSTEMS

Systems
Segregation of duties
See Independent Assessment Report.
Accounting system
See Independent Assessment Report.
Procurement procedures
See Independent Assessment Report.

4. RESPONSIBILITY AND ACCOUNTABILITY

Responsibility and accountability
Compliance with EU values
See Independent Assessment Report.
Responsibility for implementation of actions
See Independent Assessment Report.
Ensuring quality of proposals
See Independent Assessment Report.
Transfer of financial support to third parties
See Independent Assessment Report.
Selection of implementing partners
See Independent Assessment Report.
Monitoring and oversight arrangements
See Independent Assessment Report.
Reliability of reporting
See Independent Assessment Report.

BLOCK 2 — OPERATIONAL CAPACITY AND ADDITIONAL SUITABILITY REQUIREMENTS

5. PRINCIPLES

Principles
Ethics
See Independent Assessment Report.
Anti-fraud and anti-corruption
See Independent Assessment Report.
PSEAH, child protection and protection of the environment
See Independent Assessment Report.
Safety and security of staff
See Independent Assessment Report.

6. OPERATIONAL CAPACITY

Operational capacity
Project design
See Independent Assessment Report.
Project management
See Independent Assessment Report.

7. COMPLIANCE

Compliance with rules, regulations, obligations and standards
Humanitarian
See Independent Assessment Report.
Operational
See Independent Assessment Report.
Protection of personal data
See Independent Assessment Report.

8. INTERNAL CONTROL

Internal control
Governance, risk management and oversight
See Independent Assessment Report.
Human resources
See Independent Assessment Report.
Budgeting, accounting and reporting
See Independent Assessment Report.
Audit trail and document management
See Independent Assessment Report.

9. DECLARATIONS

Commitment to the EU humanitarian partnership principles	
<p>By submitting this application, the organisation:</p> <ul style="list-style-type: none"> – acknowledges that it has read and fully understood the principles of the EU Humanitarian Partnership Certificate – undertakes to respect applicable EU, international and national law (in particular the EU Humanitarian Aid Regulation 1257/96, Article 214 of the Treaty on the Functioning of the European Union (TFEU), the European Consensus on Humanitarian Aid and the national laws of the country where the assistance is implemented) – respect the fundamental humanitarian principles and, in situations of armed conflicts, international humanitarian law – comply with the minimum standards set out in the EU Humanitarian Partnership Certificate – ensure transparency and accountability, compliance and internal control. 	YES

ANNEXES

LIST OF ANNEXES

Independent Assessment Report (annex to Part B) — *mandatory*
Other annexes (annex to Part B) — *mandatory, if required in the Call document*

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.06.2026	Initial version (MFF 2028-2034).