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| **EMERGENCY SUPPORT INSTRUMENT (ESI)**  **GRANT APPLICATION FORM**  **Transport of Medical Personnel and teams or Patient Transfer in response to COVID-19** |
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| **DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (DG ECHO)** |
| **Emergency Support under Council Regulation (EU) 2016/369 as amended by Council Regulation (EU) 2020/521** |
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| **Identification of the applicant** | | | |
|  | State/Organisation requesting funding: | |  |
|  | Type of Member State Authority[[1]](#footnote-1): | |  |
|  | Legal name of the applicant: | |  |
|  | Legal address: | |  |
|  | Legal representative authorised to sign the grant agreement and position in the organisation: | |  |
| **Contact details** | | | |
|  | Contact person and position in the organisation: | |  |
|  | Telephone: | |  |
|  | Email: | |  |
| **Legal entity** | | | |
|  | If the applicant has not yet sent a Legal Entity Form to the European Commission, please attach a Legal Entity Form. | | |
|  | <https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/forms-contracts_en> | | |
| **Financial identification** | | | |
|  | If the applicant’s Financial Identification Form for its current bank account has already been sent to the European Commission: | | |
|  | Bank Name: | |  |
|  | IBAN/BIC/SWIFT code: | |  |
|  | If the applicant is a new applicant / has a new bank account, please attach a recent Financial Identification Form. | | |
|  | <https://ec.europa.eu/info/publications/financial-identification_en> | | |
| **Other sources of funding** | | | |
| **EU** | | | |
|  | Has the applicant received or applied for any Union funding for the same action or part of the action or for its functioning (e.g. assets purchased through DG ECHO funding, or other EU funds)?  If yes, please specify name of programme, N° of agreement. | | |
|  |  | | |
| **Other** | | | |
|  | Has the applicant already received confirmation relating to any external funding for the action?  If yes, please specify. | | |
|  |  | | |
| **1.** | | **Type of action for which funding is requested (tick)** | |
|  | | Transfer of patients within the Union and from the Union to third countries | |
|  | | Transport of medical personnel and teams, including operational equipment and supplies, within the Union and into the Union from third countries, as well as operational support for mobile medical response capacities | |
| **2.** | | **Further details** | |
| 2.1 | | Description of the action to be supported: | |
|  | |  | |
| 2.2 | | Expected overall operational period (insert dates from-to, dd/mm/yy)[[2]](#footnote-2): | |
|  | |  | |
| 2.3 | | Is the action directly related to the response to the COVID-19 emergency? Please include a brief description of how this will assist the response and what the public benefit will be. | |
|  | |  | |
| 2.4 | | If applicable: Information on other entities involved in the action to be supported (affiliated entities e.g. entity of the public administration, or subcontractors e.g. transport company), and their role in the operation: | |
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| 2.5 | | Will these operations be coordinated with actions by other Member States? | |
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| **3.** | | **Passengers e.g. patients and/or medical teams to be transported, if applicable** | |
| 3.1 | | Number of passengers, brief description of medical items transported with passengers: | |
|  | |  | |
| 3.2 | | If the action is for transfer of non-COVID-19 patients, please confirm the medical care is critical, and cannot be postponed or delayed, and that the country/region is suffering from a high number of COVID-19 cases: | |
|  | |  | |
| **4.** | | **Technical details of transport**  (When the applicant is organising more than one transport of /medical personnel / patients, the applicant should fill in the details for each operation – information under 4 can also be provided as a separate list) | |
| 4.1 | | Departure date and time and arrival date and time for each transport operation: | |
|  | |  | |
| 4.2 | | Mode of transport (e.g. air, land): | |
|  | |  | |
| 4.3 | | Route for transportation: | |
|  | |  | |
| 4.4 | | Place/port of embarkation: | |
|  | |  | |
| 4.5 | | Place/port of disembarkation: | |
|  | |  | |
| 4.6 | | Other relevant information: | |
|  | |  | |
| 5. | | **Visibility** | |
| 5.1 | | Please give a brief description of the visibility actions you intend to carry out and how the EU element will be included. You must ensure these correspond to the visibility requirements in the Guidance Note and Conditions for requesting support (see appendix 1 below): | |
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| **6.** | | **Funding** | |
| 6.1 | | Total eligible cost of the action: | |
|  | |  | |
| 6.2 | | EU contribution requested [1]: | |
|  | |  | |

[1] Please use grant application budget table at annex 1 to give a detailed budget breakdown.

**Declaration on Honour**

The applicant is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of an award procedure of the Union Civil Protection Mechanism, provided that the situation has not changed and that the issuing date of the declaration was in the same calendar year than this Grant Application Form.

* If you have not submitted a declaration on honour in this calendar year or the situation has changed since the last time you did it, please, attach the complete Declaration on Honour to this Application Form (template document to be found at annex 2).
* If you have submitted one, please, mention for which procedure (N°, ref., …): ………………..

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**To be completed by the Member State National Focal Point**

**For the application to be eligible, this section must be fully completed by the nominated Member State national focal point for ESI Mobility Package**

Member State focal point for ESI Mobility Package:

Representative:

Contact details:

**Questions**

Is the action considered to be of public benefit? Yes / No

Does the action fit into the COVID-19 national response plan? Yes / No

Signed:

Date:

**Annexes**

Appendix 1: Visibility requirements for emergency support actions under the Emergency Support Instrument (below)

Annex 1: ESI Grant Request Budget Table (attached separately)

Annex 2: Declaration on Honour (if needed, attached separately)

**Appendix 1**: **Visibility requirements for emergency support actions under the Emergency Support Instrument**

Effective visibility and communication is crucial to display and stress the EU nature of the funding awarded as emergency support. Appropriate contractual stipulations will therefore be included in any agreements to be signed by the Commission under the Financing Decision of 24 April 2020. Those stipulations will either include or refer to the following provisions so as to make them binding on the grant beneficiaries. Where transport is arranged for Member States through the broker, and therefore no grant agreement is signed, Member States must nonetheless implement the following visibility actions, to support public awareness of the Emergency Support Instrument and the use of the EU Budget. When the broker is used, the Commission may use EU branding in relation to the transport operations (e.g. EU emblems on planes, or other transport equipment).

Communication and visibility for emergency support actions under the Emergency Support Instrument (ESI) supporting the transport of cargo, transfer of patients and transport of medical personnel and teams aims to:

* ensure that the public is aware of how the EU is helping;
* provide accountability as to where the funding is going to; and
* foster continued strong support for the EU’s coordinated response to COVID-19 among key stakeholders and the general public.

For communication to be effective, it must be undertaken in close cooperation between the entity responsible for the operation and the EU’s Civil Protection and Humanitarian Aid Operations department (henceforth, for the purposes of this document, DG ECHO). This entity will also ensure throughout their communication that they grant visibility to the EU in both written and visual communication.

**Displaying the European Union emblem**

Grant beneficiaries will ensure appropriate public awareness of interventions funded by the EU by consistently using:

* the European flag (EU emblem) in combination with
* the name of our organisation “European Union” or the funding statement “Funded by the European Union” or “Co-funded by the European Union” (translated into local languages, where appropriate):

**Funded by the European Union**

**[](https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection-operations-2021)**

**Co-funded by the European Union**

**[](https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection-operations-2021)**

The EU emblem with the accompanying text can be accessed via the following link: <https://www.dgecho-partners-helpdesk.eu/visibility/visual-identity-official-logo/visual-identity-official-logo-civil-protection-operations-2021>

Whenever the EU funding decision / agreement to engage the transport broker is communicated to the entity responsible for the operation before the operation takes place, the EU emblem must be maintained, for example:

* Through stickers on the delivered cargo or means of transport (e.g. aeroplane, truck), banners and plaques, clothing items (EU vests, t-shirts, caps worn by involved personnel), EU flags.

**Deliverables**

The entity receiving a grant from the European Commission / the services of the transport broker paid for by the Commission will be in charge of the following communication activities. If needed, these activities are to be subcontracted to the cargo service provider or other partners. Visibility costs are eligible for grants for future operations (i.e. transfer of patients, transport of medical teams and personnel):

1. A series **of high-resolution photographs, as well as video footage if possible**, of the operations under the Emergency Support Instrument (departure and/or arrival and discharge of the cargo), with a clearly recognisable visual EU branding of the activities:

* *Technical requirements*

**Photos** must be provided in high resolution (300 dpi) and accompanied by brief captions relating to the subject of the picture and an explanatory sheet with background information (date, country, city/region, project, name and role of the person in the photo, if applicable). Only a selection of the best, already edited photos will be sent to the Commission.

**Video footage** should ideally include:

a) Clear broadcast footage in 16:9 aspect ratio that can be easily re-edited into a video. In case of interviews, transcripts in the original language and in English will also be provided.

b) Whenever possible, a short (max. 60 seconds), ready-to-use social media video in 1:1 aspect ratio, in English, with English subtitles where applicable, containing comprehensible messages for a non-specialist public, delivered as .mp4 in the standard web resolution (720p).

Ideally the audio-visual material will be produced up to professional broadcast or publication standards from a conceptual, editorial and technical point of view. The graphic logo “Funded by European Union” must appear at the end of each video.

* *Timeline*

The photos will be made available within 12 hours after the departure/arrival. Video footage should follow as soon as possible within 72 hours following the departure/arrival. The link to download the material will be sent to [echo-comm-cp@ec.europa.eu](mailto:echo-comm-cp@ec.europa.eu)

* *Intellectual Property Rights*

The Commission will be authorised to use or reproduce the audio-visual material based on the video/photo material licences that must be duly filled in, signed and sent to the Commission together with the audio-visual material.

Whenever feasible, a consent form signed by any person whose image or voice is identifiable in the results should also be provided.

Both the licenses and consent forms are available here in all EU languages: <https://echocloud.echofield.eu/index.php/s/JHNCYqe5PBQ5D8W>

All forms are available in all EU languages upon request.

1. An announcement of the operation under the ESI to the **national and regional media in the Member State**. The press text must clearly state that the action is funded by the European Union, and can include, where relevant, a quote from a Commission representative. This national press communication, as well as examples of subsequent media coverage, should be sent to [echo-comm-cp@ec.europa.eu](mailto:echo-comm-cp@ec.europa.eu).
2. When promoting the operations on the authority’s **social media channels**, the relevant Commission’s social media accounts should be tagged (@eu\_echo for Twitter and Instagram; @ec.humanitarian.aid for Facebook). However, in any social media communication, the Commission should always be referred to as *the EU* or *the European Union*. A summary of the beneficiary’s social media activity shall equally be made available via email to [echo-comm-cp@ec.europa.eu](mailto:echo-comm-cp@ec.europa.eu).

1. E.g. national, regional, local authority or other public body. [↑](#footnote-ref-1)
2. The operational period must cover the start date of the first transport and arrival date of the final transport, and include any time that any goods are stored before or after the transports for which the beneficiary is charged. [↑](#footnote-ref-2)