

# APPLICATION FOR AN ASSOCIATIVE PARTNERSHIP

## Practical Information:

Associations can obtain funding provided they apply for it. This funding can be given in cash or in-kind for the purpose of promoting the destination.

This document concerns the financing of specific initiatives or the general functioning of the association.

**It does not concern funding which can be attributed to the investment section.**

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This document has 7 parts.

### **Part 1: Association identification**

In order to be able to take part in this request for funding, you must have a bank account as well as a receipt number from the Prefecture. These will serve as identification in your dealings with the administrative authorities<sup>1</sup>. If you do not have any of these, you must apply to the INSEE regional office. There is **no charge for this service**.

### **Part 2: The organization's estimated budget**

You must complete this form if your request for funding concerns the general operation of your association or its social purpose.

### **Part 3: Project description of the planned action**

You must fill out this form if the funding request corresponds to the financing of a specific action which you wish to implement.

### **Part 4: Budget for the proposed action**

**4.1:** This form allows the legal representative of the organization or its authorized representative to sign the funding request and to specify the level of funding.

**4.2:** This certification must be completed if you assess that you have not received more than €200,000 (two hundred thousand euros) in public aid over the last three financial years.

### **Part 5: Certification**

### **Part 6: Additional information**

### **Part 7: Documents to be provided**

<sup>1</sup>: A receipt from the Prefecture is required to apply for funding.

<sup>2</sup>: Obligation stated in art. 10 of law no. 2000-321 on the rights of citizens regarding their relations with the authorities.

**PART 1: ASSOCIATION IDENTIFICATION**

**1.1 Association identification details**

**Association name:** .....

Abbreviation (if applicable):  
.....

Purpose:  
.....

Main activities: .....

Head office address: .....  
.....

Zip code: ..... City: .....

Telephone: ..... Email: .....

Website address (if applicable): .....

Receipt number from the Prefecture:  
.....

Contact address, if different from the head office: .....  
.....

Zip code: ..... City: .....

Your organization operates:

- Internationally
- Nationally
- At a regional level
- At a departmental level
- Locally

**Affiliation**

Your association is affiliated with a union, federation or network:  Yes  No

If yes, give full name (do not use abbreviations): .....  
.....

**PART 1: ASSOCIATION IDENTIFICATION (continued)**

**1.2 Head of the organization**

Surname: ..... First name: .....

Role: .....

Telephone: ..... Email: .....

**1.3 Person in charge of the funding request**

Surname: ..... First name: .....

Role: .....

Telephone: ..... Email: .....

Names and addresses of associations in the commercial sector with whom you are linked:

.....  
 .....

**1.4 The association's bank or postal account**

Account holder name: .....

Bank code number	Account number	RIB key	IBAN	BIC/SWIFT CODE

**1.5 Administrative and legal information**

RNA number or, failing that, receipt number from the Prefecture: .....

Date of publication of establishment in the Official Journal: .....

APE code: .....

Is your association recognized as being of public interest?:  Yes  No

If yes, date of publication in the Official Journal: .....

Does your association have an auditor?  Yes  No

**1.6 Human resources information as of December 31 of the previous year**

Number of members: .....

Updated with the statutory affiliation fee as of December 31 of the previous year

**PART 1: ASSOCIATION IDENTIFICATION (continued)**

Of which  men  women

**The organization's human resources:**

Volunteer, a person who regularly contributes to the activity of your association in an unpaid capacity.

	Number of people	Number of FTEs <sup>1</sup>
Volunteers, actively participating in the association		
Employees		
Of which are supported jobs <sup>2</sup>		

<sup>1</sup>: FTEs are the number of physical employees weighted by the number of hours worked by employees. For example, a permanent employee working 80% of the time throughout the year corresponds to 0.8 FTE, and an employee on a 3-month fixed-term contract working 80% of the time corresponds to 0.8 x 3/12 FTE.

<sup>2</sup>: All positions for which the association receives public aid are counted as supported jobs: single integration contracts, 'adulte-relais' agreements, stepping-stone into employment jobs, FONJEP positions, etc.

Cumulative highest gross annual salaries (up to 5 highest salaries by indicating the number of salaries counted):  
 ..... euros.

**1.7 Other**

Does the organization receive funding under agreements outside of urban policy?

- Yes                       No

## PART 2: THE ORGANIZATION'S ESTIMATED BUDGET<sup>1</sup>

**Important:** If the association's fiscal year is different from the calendar year, specify the beginning and end dates of the fiscal year.

Total expenses may not be less than or greater than total revenue.

Fiscal Year 20.....

Start date: .....

End date: .....

EXPENSES	AMOUNT	REVENUE	AMOUNT
60 – Purchases		70 – Sale of finished products, goods and services	
Services		73 – Open tenders	
Purchase of materials and supplies		74 – Operating subsidies <sup>2</sup>	
Other items		State: specify the ministry(ies) involved	
61 – External services			
Leases			
Maintenance and repairs		Regional council(s)	
Insurance			
Documentation			
		Departmental council(s)	
62 – Other external services			
Intermediary remuneration and fees			
Advertising, publication		Communes, communities of communes or agglomerations	
Travel, tasks			
Banking services, other			
63 – Duties and taxes			
Remuneration taxes and duties		Social organizations (CAF, etc. , please specify)	
Other duties and taxes		European funds (ESF, ERDF, etc.)	
		The Service and Payment Agency (supported employment)	
64 – Employee costs		Other public institutions	
Employee remuneration		Private funding (foundation)	
Social security contributions		75 – Other operating revenue	
Other employee costs		756 - Affiliation fees	
65 – Other operating expenses		758 - Gifts by hand - Patronage	
66 – Financial expenses		76 – Financial revenue	
67 – Exceptional expenses		77 – Exceptional income	
68 – Funding of depreciation		78 – Write-backs of amortizations, depreciations and provisions	
69 – Income taxes (IS); Employee profit-sharing		79 – Transfer of expenses	
<b>TOTAL EXPENSES</b>		<b>TOTAL REVENUE</b>	

Projected surplus (profit)		Projected shortfall (deficit)	
<b>VOLUNTARY CONTRIBUTIONS IN-KIND<sup>3</sup></b>			
86 – Uses of voluntary contributions		87 – Voluntary contributions in-kind	
Voluntary work		870 – In-kind donations	
In-kind benefits		871 – In-kind benefit	
In-kind donations		875 - Voluntary work	
<b>OVERALL TOTAL EXPENSES</b>		<b>OVERALL TOTAL REVENUE</b>	

<sup>1</sup>: Do not include cents

<sup>2</sup>: The applicant's attention is drawn to the fact that information concerning the funding requested from other public funders is considered to be a sworn statement and serves as proof.

<sup>3</sup>: The chart of accounts for associations, resulting from CRC regulation no. 2018-06, provides for a minimum of information (quantitative or, failing that, qualitative) in the appendix and a possibility of entry in the accounts, but 'at the foot' of the income statement; see note.

**PART 3: PROJECT DESCRIPTION OF THE PLANNED ACTION**

**Important:** Fill in one form per action

Action no.

.....

Name: .....

**3.1 Provisional timetable**

Start date: .....

Expected duration (days, months, year): .....

Frequency of implementation of the action:

- daily                       weekly                       monthly                       bi-monthly                       biannually
- Without periodicity

**3.2 Person in charge of the action**

Surname: .....

First name: .....

Role: .....

Email: .....

Telephone: .....

**3.3 Presentation of the action**

**Subjects** (check one only)

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Education and access to basic skills</li> <li><input type="radio"/> Accommodation and housing</li> <li><input type="radio"/> Culture and artistic expression</li> <li><input type="radio"/> Access to rights and combating discrimination</li> <li><input type="radio"/> Management, resources and evaluation</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Employment and economic development</li> <li><input type="radio"/> Health and access to care</li> <li><input type="radio"/> Social links, citizenship and participation in public life</li> <li><input type="radio"/> Crime prevention and justice</li> <li><input type="radio"/> Sharing associations</li> </ul> |
|---|--|

**Goals:** (what need(s) do they meet, who identified the need(s), etc.)

.....

.....

.....

.....

**PART 3: PROJECT DESCRIPTION OF THE PLANNED ACTION (continued)**

**Description:**

.....

.....

.....

.....

.....

.....

.....

.....

**Target beneficiaries (projected)**

Total number of beneficiaries:

By gender: ..... men ..... women

By age:

- 0-5 years: .....
- 6-11 years: .....
- 12-15 years: .....
- 16-17 years: .....
- 18-25 years: .....
- 26-49 years: .....
- 16-17 years: .....
- 18-25 years: .....
- 26-49 years: .....

Part of a public policy framework (e.g. a state mission, general guidance, etc.):

.....

.....

Is your request directed at urban policy?  Yes  No

Geographical area or region where the action will be carried out

- district
- commune
- department
- other

**Premises**

Is the action planned to take place on the association's premises?  Yes  No

If not, where will the action take place? (Name of the community or organization renting or providing the premises)

.....

.....

Specify which ones according to the nature of the action (e.g. library, internet access, computer equipment, etc.)

.....

.....



**PART 3: PROJECT DESCRIPTION OF THE PLANNED ACTION (continued)**
**3.3 Material and human resources (projected)**

	Number of people	Number in FTE
Volunteers actively involved in the action/project		
Salaried employees		
- Of which on permanent contracts	.....	.....
- Of which on fixed-term contracts	.....	.....
- Of which are supported jobs <sup>1</sup>	.....	.....
Voluntary work (civic services, etc.)		

Is recruitment envisaged for the implementation of the action/project?  Yes  No

If yes, how many (in FTE): .....

**Partnership to support the action**

Does the operational implementation of the action involve other associations or organizations?  Yes  No

If yes, which ones?

.....

**Communication information**

What communication tools are envisaged to promote your action?

.....  
 .....

**Evaluation: proposed performance indicators regarding the above objectives**

.....  
 .....  
 .....  
 .....  
 .....  
 .....

<sup>1</sup>: all positions for which the organization receives public aid are counted as supported jobs: single integration contracts, 'adulte-relais' agreements, stepping-stone into employment jobs, FONJEP positions, etc.

**PART 3: PROJECT DESCRIPTION OF THE PLANNED ACTION (continued)**

**3.4 Estimated budget for the action**

**Important:** This budget must take into account all direct and indirect costs and all resources allocated to the action.

**Nature and purpose of the most significant items of expenditure** (service provider fees, travel, salaries, etc.):

.....  
.....  
.....

Is there a financial contribution to be made by the action’s beneficiaries (or target group of people)?

- Yes
- No

**Pricing practices applied to the action:**

- free
- differentiated prices
- sliding scale prices
- single price
- other, please specify .....

**Guidelines for allocating indirect costs to the funded action** (e.g., share or percentage of rent, salaries, etc.):

.....  
.....

**Comments regarding the project’s estimated budget**

.....  
.....  
.....  
.....  
.....  
.....  
.....

## PART 4: BUDGET FOR THE PROPOSED ACTION

**Important: total expenses must equal total revenues.**

Year or financial year from ..... to .....

EXPENSES	AMOUNT	REVENUE	AMOUNT
DIRECT EXPENSES		DIRECT REVENUE	
60 – Purchases		70 – Sale of finished products, goods and services	
Purchase of raw materials and supplies		73 – Open tenders	
Other items		74 – Operating subsidies <sup>2</sup>	
		State: specify the ministry(ies), departments or decentralized services involved	
61 – External services			
Leases			
Maintenance and repairs		Regional council(s):	
Insurance			
Documentation			
62 – Other external services		Departmental council(s):	
Intermediary remuneration and fees			
Advertising, publication			
Travel, tasks		Communes, communities of communes or agglomerations:	
Banking services, other			
63 – Duties and taxes			
Remuneration taxes and duties			
Other duties and taxes		Social organizations (CAF, etc.), please specify:	
64 – Employee expenses		European funds (ESF, ERDF, etc.)	
Employee remuneration		The Service and Payment Agency (supported employment)	
Social security contributions		Other public institutions	
Other employee expenses		Private funding (foundation)	
65 – Other operating expenses		75 – Other operating revenue	
		756 - Affiliation fees	
		758 - Gifts by hand - Patronage	
66 – Financial expenses		76 – Financial revenue	
67 – Exceptional expenses		77 – Exceptional income	

68 – Funding of depreciations, provisions and commitments		78 – Write-backs of amortizations, depreciations and provisions	
69 – Income taxes (IS); Employee profit-sharing		79 – Transfer of expenses	
<b>ALLOCATED INDIRECT COSTS ATTRIBUTED TO THE ACTION</b>		<b>RESOURCES ALLOCATED TO THE ACTION</b>	
Fixed operating costs			
Financial expenses			
Other			
<b>TOTAL EXPENSES</b>		<b>TOTAL REVENUE</b>	

<b>VOLUNTARY CONTRIBUTIONS IN-KIND</b>			
86 – Uses of voluntary contributions in-kind		87 – Voluntary contributions in-kind	
860 – In-kind assistance		870 – In-kind donations	
861 – Provision of goods and services for free		871 – In-kind benefits	
862 – Benefits			
864 – Volunteer personnel		875 – Voluntary work	
<b>TOTAL</b>		<b>TOTAL</b>	
<b>The requested funding of € ..... , the subject of the application is ..... % of the action's total revenue.</b> (amount requested/total budget) x 100			

**PART 5: CERTIFICATION**

The right of access to personal information stipulated by law no. 78-17 of January 6, 1978 relating to information technology, data files and civil liberties may be exercised by contacting the department or establishment to which you are submitting your request.

I, the undersigned, (first name and surname) .....  
 legal representative of the association

*If the signatory is not the statutory or legal representative of the association, attach the power of attorney or mandate (bearing the two signatures - that of the legal representative and that of the person who is going to represent him or her). This will allow the signatory to commit the association<sup>1</sup>.*

**declare:**

- that the association is up to date with its administrative, accounting, social and fiscal obligations<sup>2</sup> (declarations and corresponding payments).
- that the association subscribes to the republican contract of engagement appended to the decree issued for the application of Article 10-1 of Law No. 2000-321 of April 12, 2000, on the rights of citizens regarding their relations with the authorities.
- the information on this form is accurate and truthful, particularly with regard to grant applications submitted to other public funders.
- that the association respects the principles and values of the [Charter of Reciprocal Commitments](#) concluded on February 14, 2014, between the State, the associations of locally elected officials and the community movement, as well as the different versions of this charter.
- that the association has received a total and cumulative amount of public support (financial or cash grants and grants in kind) over the past three fiscal years (including the current fiscal year)<sup>3</sup>
  - o less than or equal to €200,000
  - o greater than €200,000
- request funding of:
 

	€ for the year or fiscal year
	€ for the year or fiscal year
	€ for the year or fiscal year
	€ for the year or fiscal year
- that this funding, if awarded, will be deposited into the association's bank account.
- certifies that the association is in good standing with respect to all social and fiscal declarations as well as the corresponding contributions and payments.
- certifies that the information contained in this application is true and accurate, particularly the mention of all applications for funding submitted to other public funders as well as the approval of the budget by the statutory bodies.
- requests a contribution of .....euros.

- specifies that the contribution to this partnership, if it is granted, will be paid to the association's bank account.

Is the applicant subject to a judicial recovery or safeguard procedure?

- No
- Yes (please provide a copy of the corresponding judgment)

Completed on ..... at .....

Signature

<sup>1</sup>: "A mandate or power of attorney is an act by which one person gives another the power to do something for and on behalf of the mandator. The contract is only concluded with the acceptance of the representative. Art. 1984 of the Civil Code."

<sup>2</sup>: Declaration of changes in management, modifications of statutes, etc. to the registry of associations - Prefecture or Sub-Prefecture.

<sup>3</sup>: In accordance with the Prime Minister's circular of September 29, 2015, European Commission Decision 2012/21/EU of December 20, 2011 and Commission Regulation (EU) No. 360/2012 of April 25, 2012 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid granted to undertakings providing services of general economic interest and Commission Regulation (EU) No. 1407/2013 of December 18, 2013 on the application of Articles 107 and 108 of the Treaty on the functioning of the European Union to de minimis aid.

## PART 6: ADDITIONAL INFORMATION

Relating to funding already received within the framework of European regulations on state aid.

If, and only if, the association has already received, during the last three financial years (including the current financial year), funding based on a law covered by the European regulations on state aid (such as 'Almunia Decision', 'De minimis Regulation', 'Aid scheme taken on the basis of the GBER'...) fill in the table below:

Date of signature on the funding award document (decree, agreement)	Year(s) for which the funding was awarded	European 'Decision', 'Regulation' or 'aid scheme' to which reference is made, where appropriate, in the funding award document	Public authority which awarded the funding	Amount

*For more information on how to complete this table, please refer to the instructions.*

## PART 7: LIST OF DOCUMENTS TO BE PROVIDED

### Mandatory:

- The above partnership application form duly completed (parts 1 to 5)
- A copy of the articles of association
- Extract from the Official Journal
- Receipt from the Prefecture
- A list of the members of the Board of Directors
- A bank statement in the association's name
- The INSEE status notice (SIREN number)
- Identification documents (of the members of the Board of Directors and the person in charge of the file within the association)
- A list of personnel (associations, employers)
- A funding application letter addressed to the Chair of St. Martin Tourist Office
- The minutes of the Board of Directors or the general assembly requesting funding from the St. Martin Tourist Office, dated, and signed
- A report of the activities carried out during the previous year for each of the actions filed the previous year with the Tourist Office
- A report of the action(s)
- A certificate of insurance
- A presentation of the project(s) in PDF or PowerPoint format
- Sponsorship packages including different communication actions for the Tourism Office

### Optional:

- The delegation of signing authority
- The schedule of activities for the current year
- The current year's out-of-territory travel schedule
- An entertainment contractor's license (if available, attach a copy)
- Certificate of commitment from co-financiers and other associations
- Authorization from the Collectivité de Saint-Martin and the Prefecture (to hold the event)