



Migration Partnership Facility (MPF)

Guideline for Application Submission via the Grant Management and Visualisation System (GMS)



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1. Introduction

The Migration Partnership Facility (MPF) plays an important role in translating the strategic priorities of the European Union's external migration policy into practical initiatives. One of the core mechanisms through which this is achieved is the MPF's grant programme. The MPF grant programme supports the implementation of migration partnerships between the EU Member States and partner countries.

This **Guideline for Application Submission** provides a comprehensive, step-by-step overview of the application process in the Grant Management and Visualisation System (GMS) under the MPF Calls for Proposals. The GMS has been developed by the International Centre for Migration Policy Development (ICMPD) with a view to automate functionalities and facilitate users' experience. **All Concept Notes (CNs) and Full Applications (FAs) must be submitted via the GMS.**

We strongly encourage all prospective applicants to read this guideline carefully and reach out to the MPF Team (mpf.grants@icmpd.org) with any questions or requests for clarification while using the GMS for concept note or full application submissions.

2. How to access the MPF Call for Proposals Guidelines?

- For a concise summary of the specificities of each MPF Call for Proposals, including the objectives, financial allocation, eligibility criteria and grant application process, which will aid you in your application preparation and submission, visit the [MPF website](#) and click on **Call overview** button as shown below.
- To access the MPF Call for Proposals Guidelines and the complete document template package for each stage of the grant application process, visit the [MPF website](#) and click on **Call documents** button as shown below.

Calls for Proposals

An essential component of the Migration Partnership Facility work is its **grant programme**.

Strategic needs and priorities identified in the implementation of the EU Migration Policy's External Dimension are translated into operational Guidelines for Calls for Proposals. This **enables EU member States to apply for a grant and directly implement migration partnerships with partner countries**.

Below are our **open Calls for Proposals**. Please do not hesitate to contact us in case of any questions!

Call for Proposals - Migration Partnerships

Call Status: Open - Funds still available

Opening Date: 14 January 2022

Deadline: No deadline. Applications are received on rolling basis until depletion of funds.

Financial envelope: 29.4 Million EUR available as of 04 April 2025

Funding sources: AMIF

Additional Notes: The Guidelines currently available on this site have been updated on 04 April 2025. Key changes: fresh funds added to both lots 1 and 2

[Call overview](#)

[Call documents](#)

Call for Proposals - Borders & Security

Call Status: Open - Funds still available

Opening Date: 10 March 2023

Deadline: No deadline. Applications are received on a rolling basis until depletion of funds.

Financial envelope: 8.3 Million EUR available as of 04 April 2025

Funding sources: BMVI and ISF

Additional Notes: The Guidelines currently available on this site have been updated on 04 April 2025. Key changes: fresh funds added

[Call overview](#)

[Call documents](#)

- To consult the frequently asked questions (FAQ) section, please hover your mouse over the [Calls for Proposals](#) section on the MPF website, then click on the [FAQs](#) option from the drop-down menu.



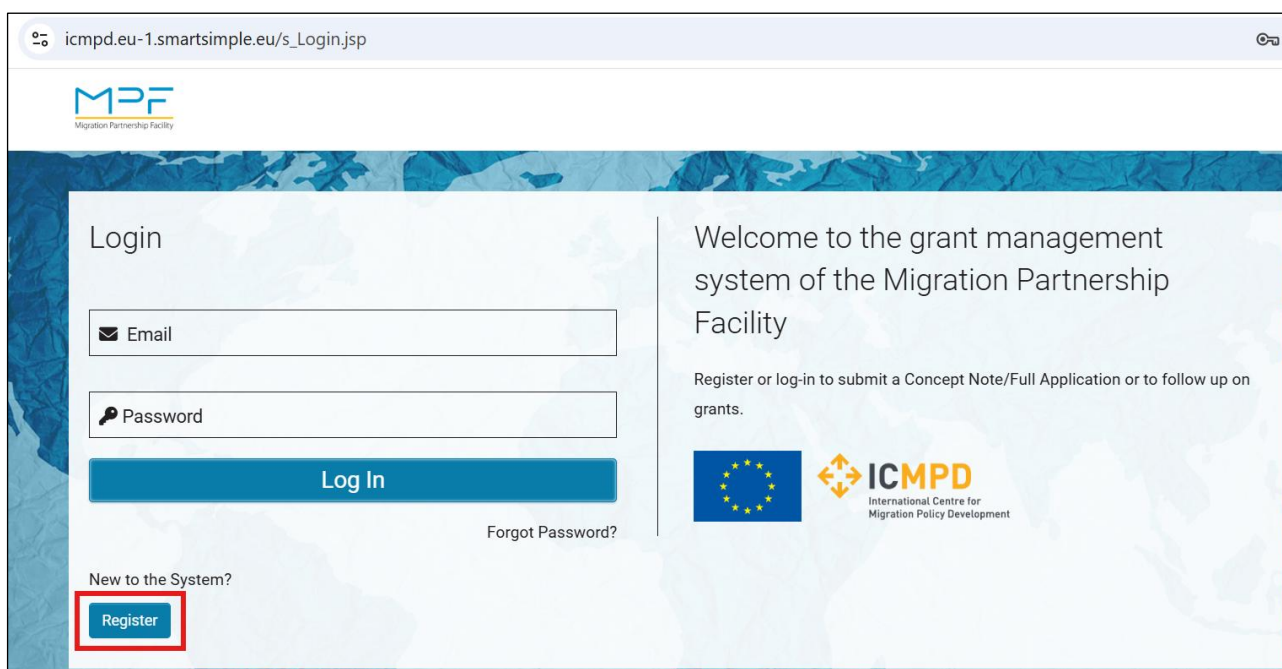
The screenshot shows the MPF (Migration Partnership Facility) website. At the top, there is a navigation bar with the MPF logo, social media icons (LinkedIn, YouTube), a 'Log in' button, and a search bar. The main navigation menu includes 'About', 'Calls for Proposals', 'MPF Projects', 'Dialogues', 'Labour Mobility', 'Knowledge', 'News', and 'Contact us'. A dropdown menu is open under 'Calls for Proposals', showing 'Submit here' and 'FAQs' (highlighted with a red box). The main content area features a large heading: 'Supporting the Implementation of the EU Migration Policy's External Dimension'. Below this, a paragraph states: 'Since 2016, the Migration Partnership Facility strengthens dialogue and cooperation on migration and mobility issues between EU member states and partner countries.'

3. Registration in the System

- Prior to the application submission, all applicants are required to be first registered in the GMS. The GMS will facilitate your grant application submission A to Z, including your follow-up on existing applications. In order to access to the GMS and proceed with the applicant registration, please hover your mouse over the [Calls for Proposals](#) section, then click on the [Submit here](#) option from the drop-down menu:



- You will be automatically redirected to the GMS where you may register (as a new applicant) to submit a new application, or log-in (as an existing applicant) to consult your submitted applications and/or follow up on your existing grants:



- Once you click on [Register](#) button, you will be taken to the [Registration Options](#) list where you may select the entity type applicable to your organisation, and proceed to the next step:

Registration Options

I am registering as:

Ministry or Other Central Level National Organisation

Regional or Local Public Administration

Public University or Research Institute

Non-governmental Organisation

International Organisation

Private Law Body with Public Service Mission

Private Company

Other

- Once all sections are filled under Organisation Information section, click on Submit button and proceed to the next step:

Organisation Information

Instructions

ICMPD and its contractors process personal data collected in grants processes for administrative purposes only. To request deletion of personal data please contact ICMPD at mpf@icmpd.org.

Required fields are marked with an asterisk "**

* Name of Organisation as per Official Registration

Short Name/ Abbreviation/ Acronym

* Country of Legal Registration

----- Select One -----

* Legal Address of the Organisation - Street and number

* Legal Address of the Organisation - Zip Code

* Legal Address of the Organisation - City

* Legal Address of the Organisation - Country

Belgium

* Is the organisation postal address different from the legal address?

Select One

* Telephone number of the Organisation

* Email address of the Organisation

Website of the Organisation

Contact Person Information

* Title

* First Name

* Last Name

* Function/Position within the organisation

* Email

Phone

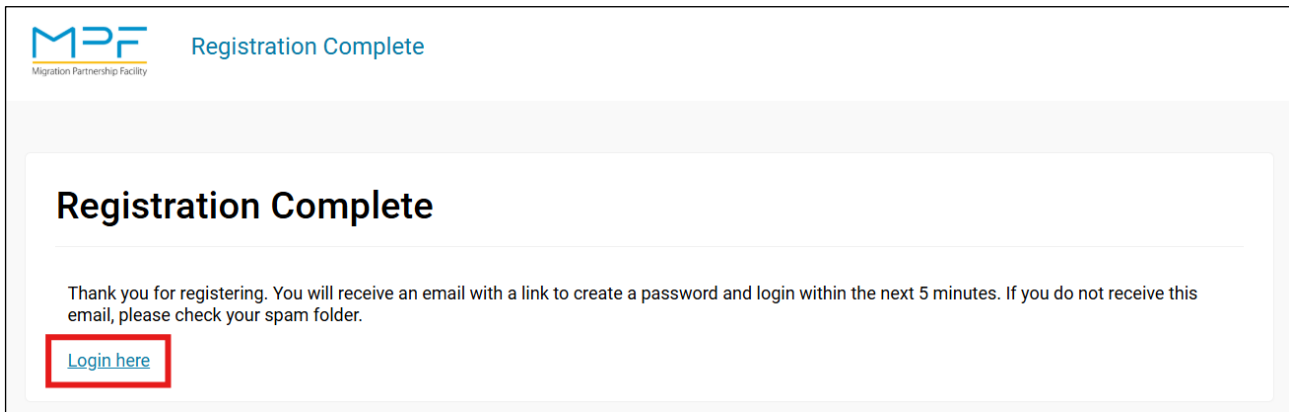


I'm not a robot

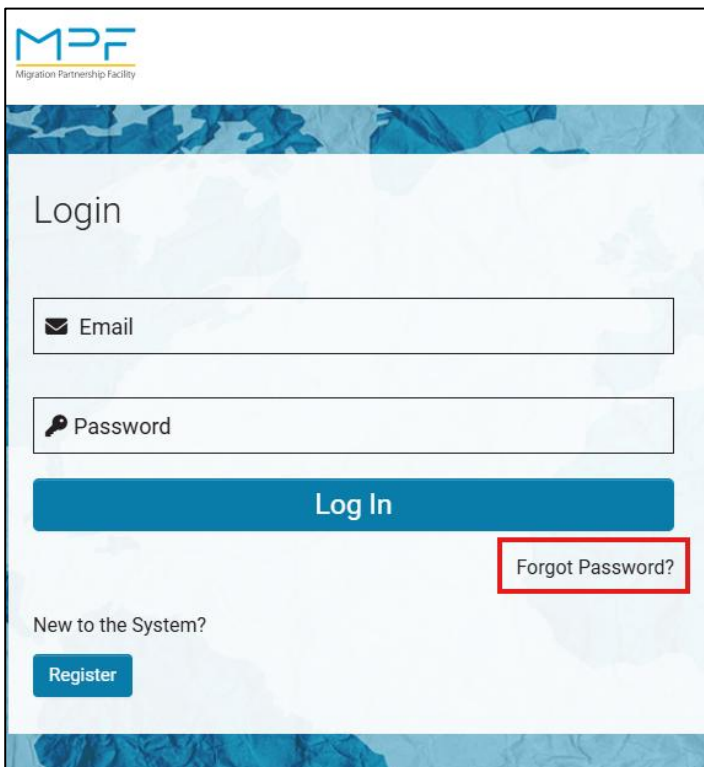


Submit

- Upon your registration submission, you will receive an email with a link to create a password and login. Once this is done, you will be able to access your account by clicking on Login here button:



- If you encounter any technical issue during your GMS registration process, please email the MPF Team at mpf.grants@icmpd.org with a short description of the issue and we will get back to you as soon as possible.
- In case you forget your password, you can always reset your password by clicking on the "Forgot Password?" link shown below:



4. Application Submission

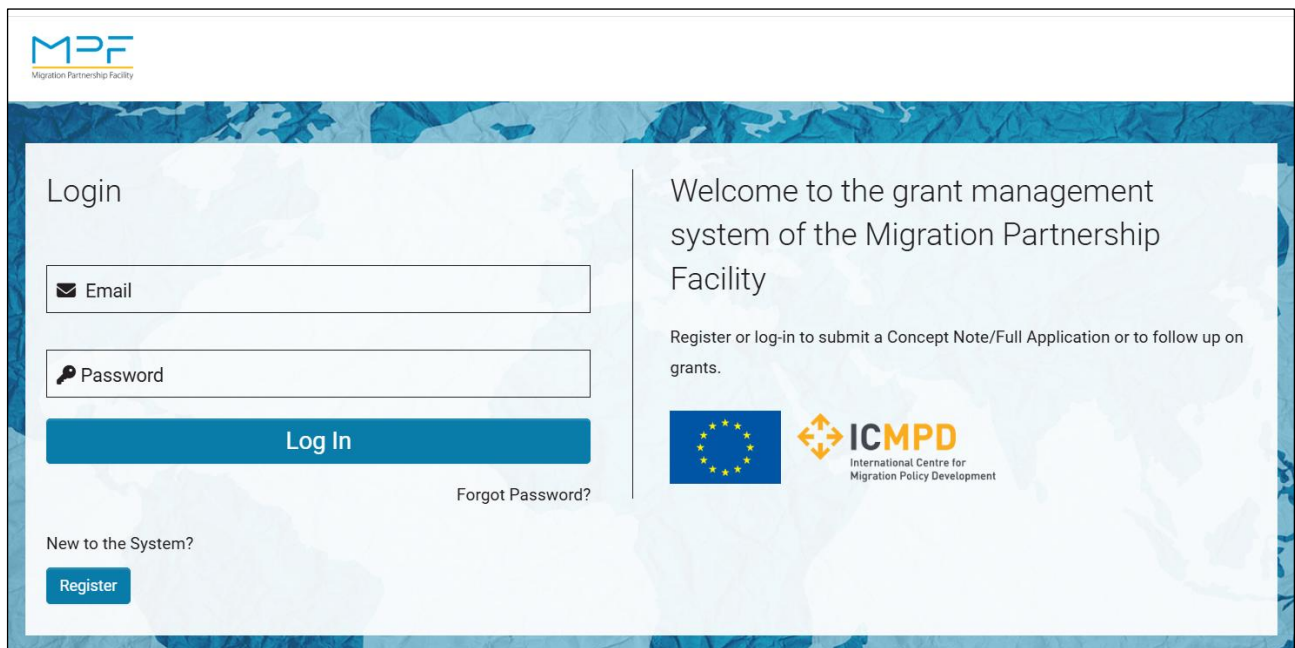
The application process consists of the following two steps:

- 1) Submission of a Concept Note; and (if the Concept Note is approved)
- 2) Submission of a Full Application.

Both the Concept Notes and Full Applications are to be drafted in English, by filling in the online forms in the GMS. Application form templates can also be found on the MPF [website](#) but they only serve for guidance/preparation before submission.

4.1. Concept Note Submission

- **Login** to the GMS with your newly created credentials:



MPF
Migration Partnership Facility

Login

Email

Password

Log In

Forgot Password?

New to the System?

Register

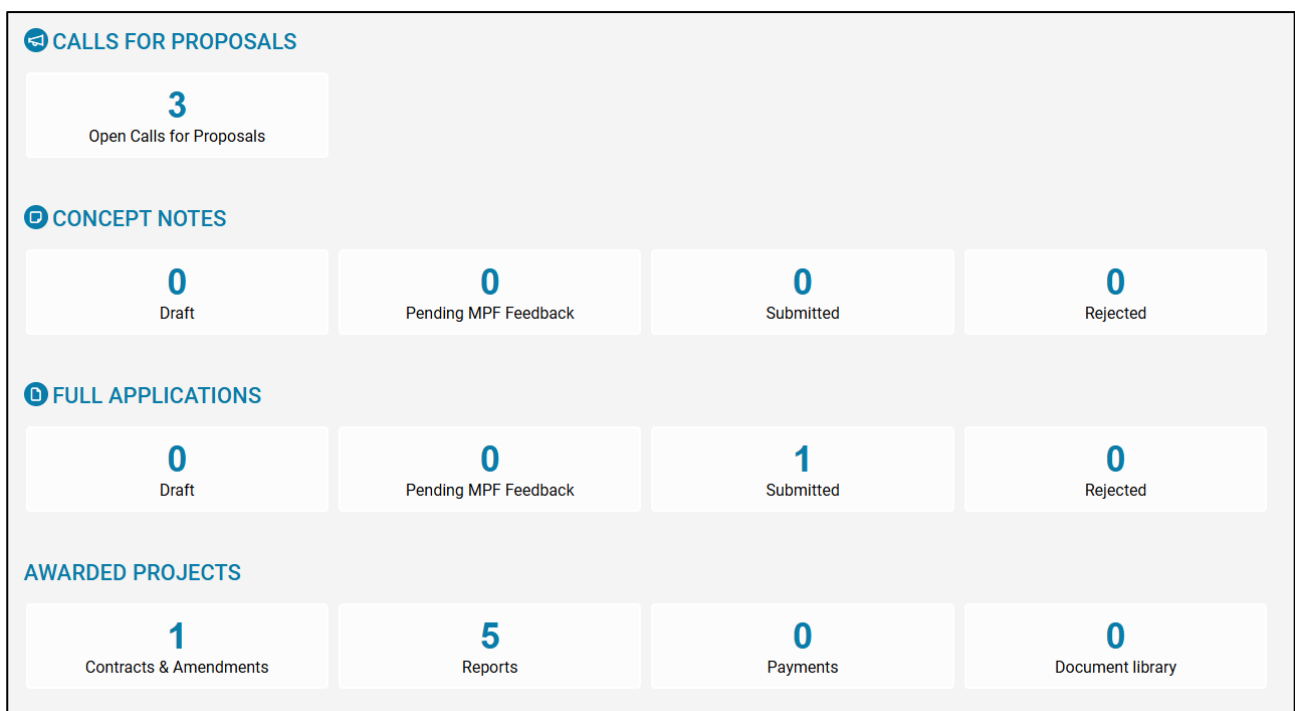
Welcome to the grant management system of the Migration Partnership Facility

Register or log-in to submit a Concept Note/Full Application or to follow up on grants.

European Union

ICMPD
International Centre for Migration Policy Development

- Upon login, you will immediately have access to your organisation's dashboard with four (4) principal sections equivalent of your application steps. Each section will assist you in tracking the status of your application throughout the entire process.



CALLS FOR PROPOSALS

3
Open Calls for Proposals

CONCEPT NOTES

Draft	Pending MPF Feedback	Submitted	Rejected
0	0	0	0

FULL APPLICATIONS

Draft	Pending MPF Feedback	Submitted	Rejected
0	0	1	0

AWARDED PROJECTS

Contracts & Amendments	Reports	Payments	Document library
1	5	0	0

- The **CALLS FOR PROPOSALS** section on top of the GMS dashboard, will direct you to the currently Open Calls for Proposals, where you may choose the Call for Proposals of choice and proceed with the Concept Note application submission.
- To proceed with the Concept Note submission, please click on the **Apply Now** button:

OPEN CALLS FOR PROPOSALS

× Q

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Call details

Call: Call for Proposals 2023 - Borders & Security

Opening Date: 21 February 2023

Deadline: No deadline. Applications are received on rolling basis until depletion of funds.

Financial envelope: 13.900.000 €

Funding sources: BMVI MPF IV, ISF MPF IV,

[Call overview](#)
[Call reference documents](#)
[Apply Now](#)

Call: Call for Migration Partnerships - Lot 1

Opening Date: 14 January 2022

Deadline: No deadline. Applications are received on rolling basis until depletion of funds.

Financial envelope: 5.000.000 €

Funding sources: AMIF MPF III, AMIF MPF IV,

[Call overview](#)
[Call reference documents](#)
[Apply Now](#)

Call: Call for Migration Partnerships - Lot 2

Opening Date: 14 January 2022

Deadline: No deadline. Applications are received on rolling basis until depletion of funds.

Financial envelope: 14.000.000 €

Funding sources: AMIF MPF III, AMIF MPF IV,

[Call overview](#)
[Call reference documents](#)
[Apply Now](#)

- Under the **New Application** section, please fill in the mandatory fields pertaining to your Legal Representative.
- Afterwards, please click on the **Start Drafting** button to continue to the next step:

New Application

* Title - Legal Representative of Lead Applicant Organisation

* Name - Legal Representative of Lead Applicant Organisation

* Last Name - Legal Representative of Lead Applicant Organisation

* Phone Number - Legal Representative of Lead Applicant Organisation

* Email - Legal Representative of Lead Applicant Organisation

[Start Drafting](#)

- The information you just filled in under the **New Application** section will appear on the next step under the **CONTACT INFORMATION** tab.
- A new application ID (e.g. ICMPD/2025/MPF/1117) will also be automatically assigned by the GMS at this stage.
- Click on **Save Draft** button to ensure the Concept Note is properly saved at any stage during your drafting and/or editing work.

MPF Home

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ICMPD/2025/MPF/1117

When filling in this concept note, please ensure that it:

- Answers all questions (within the length limit indicated for each section);
- Provides sufficient information (the evaluation will be based solely on the information provided. No annexes should be sent - except requested Declaration and Support Letter(s) - as they will not be taken into consideration);
- Is drafted as clearly as possible to facilitate the evaluation process;
- Contains core elements (target countries, specific objectives, etc.) that should not be substantially modified in the full application (in case of a successful evaluation of the concept note), as it is against this brief information that the evaluation committee may extend an invitation for submission of a full application.

Moreover, please note the following:

- Some information is copied directly from your organization and user profiles and will appear in a read-only state within this form.
- If the information displayed is not up-to-date, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.
- If you wish to invite Co-Applicants to contribute to drafting the Concept Note, use the **Invitations** tab located within the left side menu.

CONTACT INFORMATION CONCEPT NOTE

Lead Applicant (organisation)

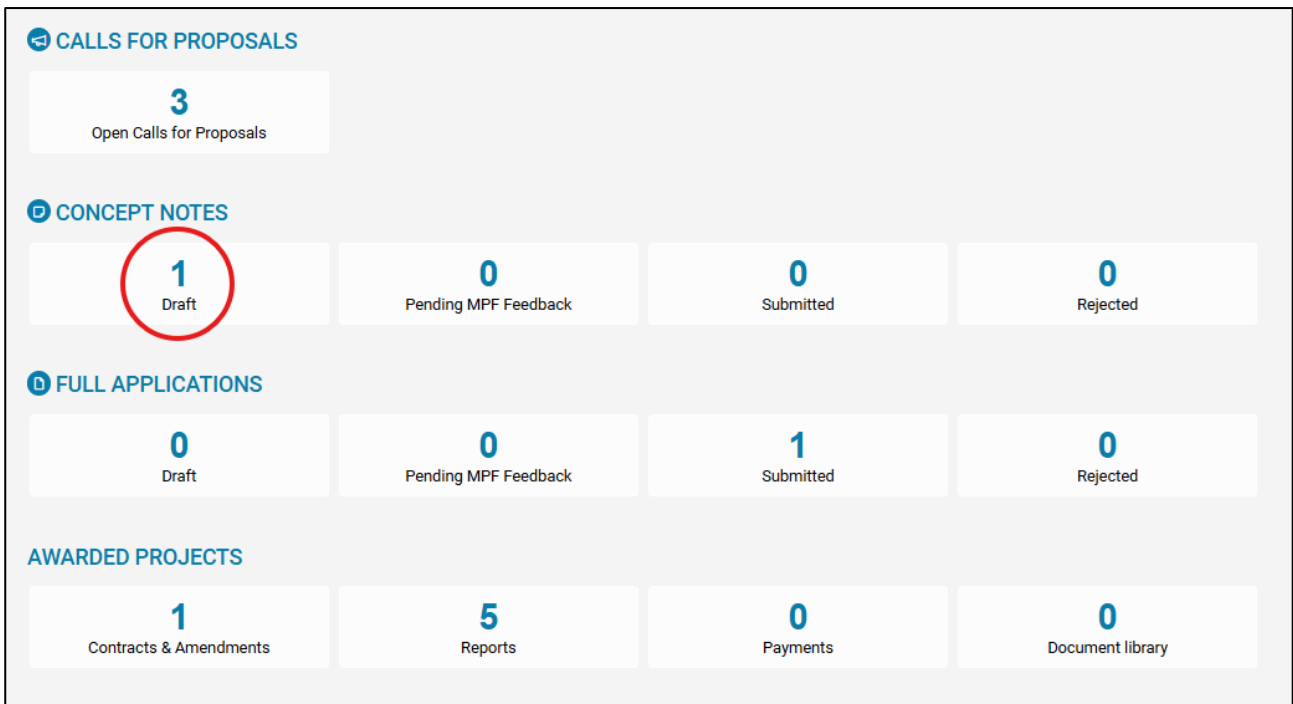
Ministry of GMS Testing
Country of registration: Belgium
Legal status: Ministry or other central level national organisation
Legal Address of the Organisation: Pl. du Champ de Mars 2 1050, Bruxelles, Belgium
Phone: 0000000000

Lead Applicant contact person

GMS Testing
Function/Position: Testing Expert
Telephone:
Email: gms@testing@gmail.com

[Save Draft](#) [Request MPF Feedback on draft](#) [Submit](#) [NEXT >](#)

- As soon as the Concept Note draft is saved, you will be able to re-open it at any time and complete your application by clicking on the **Home** menu on the top of your page.
- Your **Draft** will be displayed under the **CONCEPT NOTES** section of the GMS dashboard. Click on it to proceed with your Concept Note draft:



- A new page will open where you may click on the **Open** button to open your Concept Note draft:

The screenshot shows the 'DRAFT' page with a table of applications. The 'Open' button is highlighted with a red box.

#	Application ID	Call Name	Lead Applicant	Contact Person	Last Modified
1	ICMPD/2025/MPF/1117	Call for Proposals 2023 - Borders & Security	Ministry of GMS Testing	GMS Testing	25/08/2025 16:34

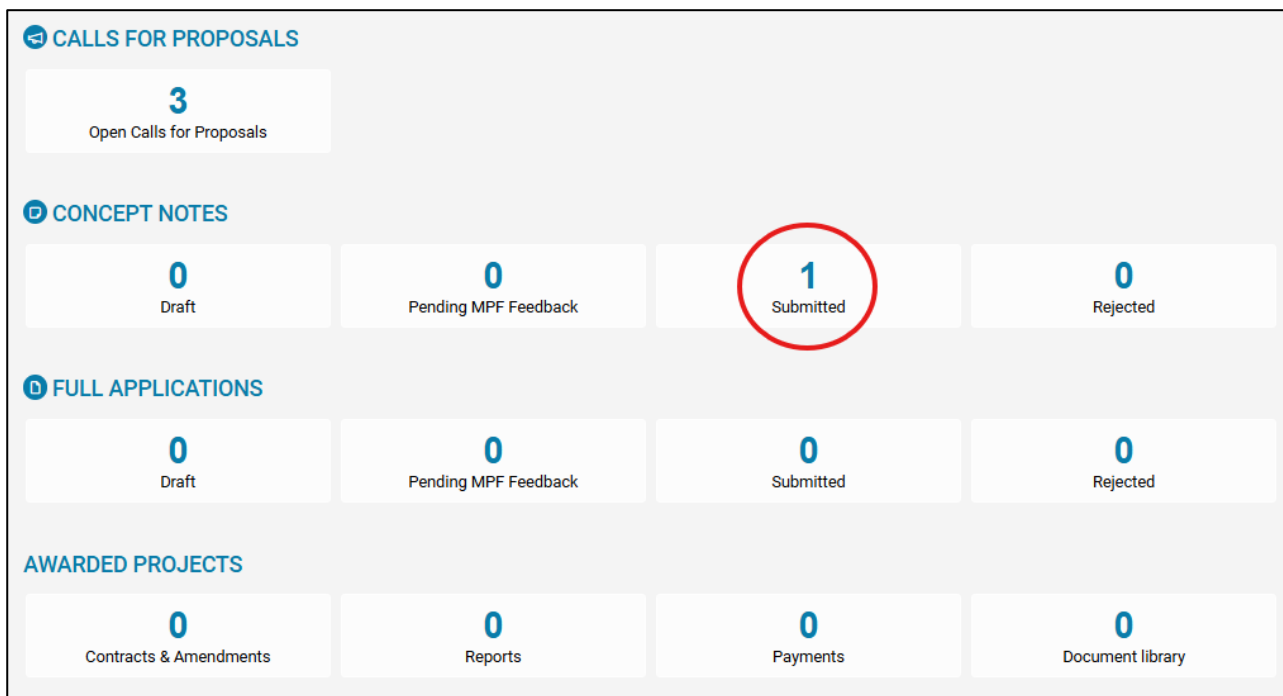
- Click on the second tab entitled **CONCEPT NOTE** to proceed with your application thoroughly (application content and supporting documents) compliant with the eligibility requirements.
- Once the application content and supporting documents are added, always **Save Draft** to ensure the Concept Note is properly saved before the next steps.
- Unless you are already in contact with the MPF Team, you can request preliminary feedback from the MPF Team on your Concept Note draft by clicking 'Request MPF Feedback on draft'. In such case, you can use 'Notes' on the grey menu for any specific questions.
- Once you are ready for official submission (and evaluation), click the 'Submit' button.

The screenshot shows the MPF web application interface. The top navigation bar includes the MPF logo, 'Home', and a 'Logs' button. The main content area is titled 'ICMPD/2025/MPF/1117' and 'CONCEPT NOTE'. It contains three main sections: 'Declaration signed by legal representative', 'Support letter(s)', and 'Concept Note Downloads'. Each section has a file upload area with a 'Drop files here or browse files' button and a maximum file size of 2 GB. The 'Concept Note Downloads' section includes three download buttons: 'Download Concept Note in Word', 'Download Concept Note in PDF', and 'Download Concept Note + attachments in PDF'. At the bottom, there are three buttons: 'Save Draft', 'Request MPF Feedback on draft', and 'Submit'.

- Upon submission, the window below will pop up, prompting you to return to the GMS homepage:

The screenshot shows a 'Submission Successful' pop-up window. It has a light gray header with the text 'Submission Successful'. Below the header, the message 'Concept Note submitted successfully.' is displayed. At the bottom, there is a blue button with a white home icon.

- You shall also receive an automatic email noreply@smartsimplemailer.com confirming successful Concept Note submission – *please do not respond to this email*. The MPF Team will get back to you in case of need for clarifications or directly once the evaluation is complete, in line with the timeframe stated in the Guidelines
- The application status will automatically be changed from Draft to Submitted under the **CONCEPT NOTES** section of the GMS dashboard.
- Click on **Submitted** to consult and/or download your submitted Concept Note package for your records.



- A new page will open where you may click on the **Open** button to open your Concept Note:

SUBMITTED

1-1 of 1

#	Application ID	Call Name	Lead Applicant	Contact Person	Last Modified	
Open	1	ICMPD/2025/MPF/1117	Call for Proposals 2023 - Borders & Security	Ministry of GMS Testing	GMS Testing	26/08/2025 10:26

- Click on the second tab titled CONCEPT NOTE to consult your submitted application and scroll all the way to the bottom of your page to download your submitted Concept Note package in either Word or PDF formats.

MPF Home

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Main

Notes

UTA Consumers

ICMPD/2025/MPF/1117

CONTACT INFORMATION

CONCEPT NOTE

gms.test.tool@gmail.com

Declaration signed by legal representative

Please upload here the Declaration signed by the legal representative of your organisation, based on the [template](#) provided.

File Name

File Name	Size	Date
ICMPD_2025_MPF_1117_Declaration_signed_by_legal_representative.docx	12.9 KB	26/08/2025 10:25
ICMPD_2025_MPF_1117_Declaration_signed_by_legal_representative.pdf	908 bytes	26/08/2025 10:25

Total Files: 2

Support letter(s)

Support letter(s) as applicable

Please upload here the support letter(s) from EU MS and Partner Countries, as applicable based on the Guidelines of the Call (no mandatory templates, feel free to use your own wording)

Concept Note Downloads

Please note that those files with attachments only include documents which were originally in Word and PDF format. Links to remaining attachments (e.g. Budget in Excel) are provided at the end of the downloaded documents

[Download Concept Note in Word](#) [Download Concept Note in PDF](#) [Download Concept Note + attachments in PDF](#)

BACK

Concept Notes are checked by ICMPD for administrative and eligibility compliance and subsequently assessed by EU services. Within the timeframe indicated in the Guidelines of the Call, ICMPD will respond to the applicant with either a written invitation to submit a Full Application or a rejection. The Concept Notes will be measured on the relevance and design of the proposed action, based on the evaluation grid included in the Guidelines of the Calls for Proposals.



If your Concept Note is **Rejected** (with or without recommendations), your application process stops here. You will receive a notification email and the status of your application will automatically be changed from Submitted to Rejected under the CONCEPT NOTE section of the GMS dashboard.



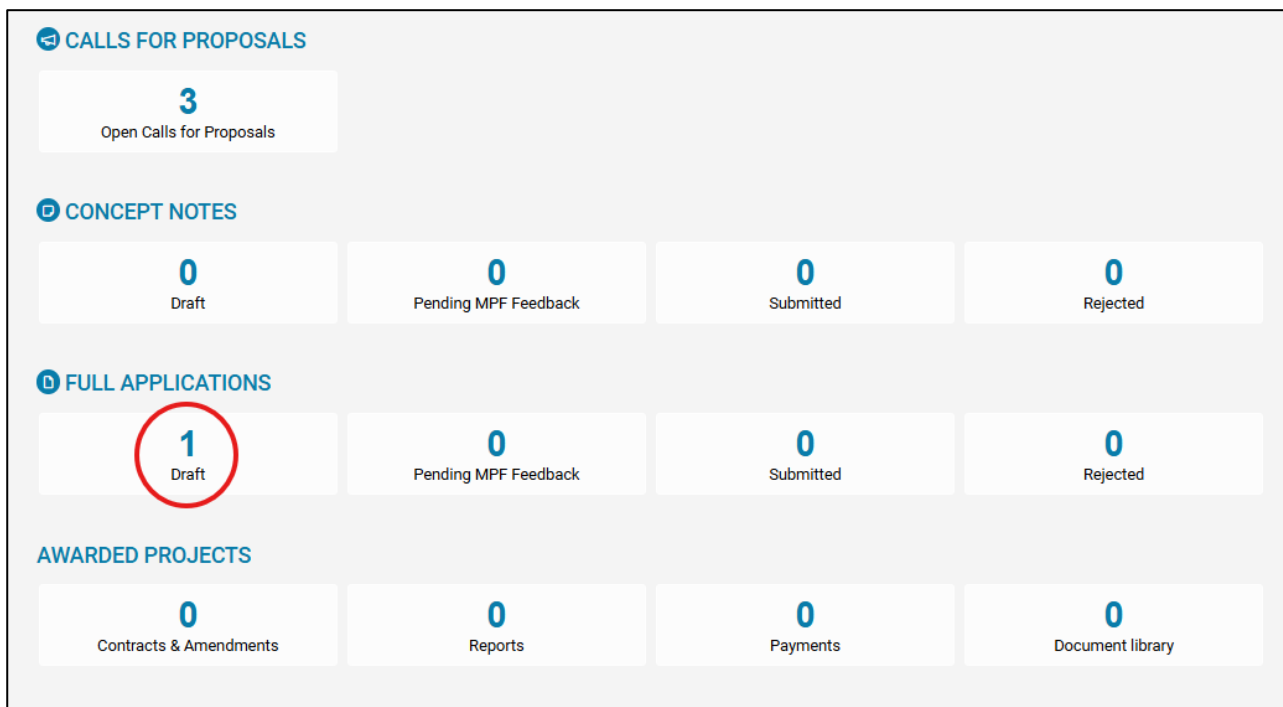
If your Concept Note is **Accepted** (with or without recommendations), you may proceed with the next step in the application process: the Full Application preparation and submission in line with the timeframe stated in the applicable Guidelines.

4.2. Full Application Submission

Just like the Concept Notes, Full Applications should be drafted in English and submitted via the [GMS](#).

- **Login** to the GMS with your credentials:

- On the GMS dashboard, under the **FULL APPLICATIONS** section, please click on **Draft** to start working on your Full Application:



- A new page will prompt you to click on the **Open** button to open your Full Application draft:

The 'DRAFT' page shows a table with the following data:

#	Application ID	Call Name	Lead Applicant	Contact Person	Last Modified
1	ICMPD/2025/MPF/1117	Call for Proposals 2023 - Borders & Security	Ministry of GMS Testing	GMS Testing	26/08/2025 15:28

An 'Open' button is located to the left of the first row, highlighted with a red box.

- Click on the third tab entitled **FULL APPLICATION** to proceed with your application thoroughly (application content and supporting documents) compliant with the eligibility criteria and other requirements of the Call.
- As the Full Application content and supporting documents are gradually added, always **Save Draft** to ensure the Full Application is properly saved and avoid losing any data.
- Unless you are already in contact with the MPF Team, you can request preliminary feedback from the MPF Team on your Full Application draft by clicking 'Request MPF Feedback on draft'. In such case, you can use 'Notes' on the grey menu to ask any specific questions.
- Once you are ready for official submission and evaluation, click the 'Submit' button.

MPF Home

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ICMPD/2025/MPF/1117

CONTACT INFORMATION CONCEPT NOTE **FULL APPLICATION**

* Annex V – Declaration on honour

Please download the following [template](#), complete it and upload it back again into the system.

Drop files here or [browse files](#)

Maximum file size: 2 GB | Uploaded file will be renamed to: ICMPD/2025/MPF/1117_Legal Entity Form | Allowed file types: PDF

Support letter(s)

Support letter(s) as applicable

Please upload here the support letter(s) from EU MS and Partner Countries, as applicable based on the Guidelines of the Call (no mandatory templates, feel free to use your own wording).

Drop files here or [browse files](#)

Maximum file size: 2 GB | Allowed file types: DOCX, DOC, PDF

Full Application Downloads

Please note that those files with attachments only include documents which were originally in Word and PDF format. Links to remaining attachments (e.g. Budget in Excel) are provided at the end of the downloaded documents.

Download Full Application in Word Download Full Application in PDF Download Full Application + attachments in PDF

BACK Save Draft Request MPF Feedback on draft Submit

JUMP TO

- Project details
- Description of the action
- Outputs and Activities
- Implementation Methodology
- Risks and Key Assumptions
- Other partners
- Annexes
- Support letter(s)
- Full Application Downloads

- You shall receive an automatic email from noreply@smartsimplemailer.com confirming successful MPF Call for Proposals: Full Application submission – *please do not respond to this email*. The MPF will get back to you upon application evaluation.
- The application status will automatically be changed from Draft to Submitted under the **FULL APPLICATION** section of the GMS dashboard.
- Click on **Submitted** to proceed to consult and download your submitted Full Application package for your files.
- A new page will open where you may click on the **Open** button to open your Full Application:

SUBMITTED						
× Q 1-1 of 1 < >						
#	Application ID	Call Name	Lead Applicant	Contact Person	Last Modified	
Open	1	ICMPD/2025/MPF/1117	Call for Proposals 2023 - Borders & Security	Ministry of GMS Testing	GMS Testing	26/08/2025 10:26

- Click on the third tab entitled **FULL APPLICATION** to consult your submitted application and scroll all the way to the bottom of your page to download it either Word or PDF formats.

Full Applications will go through an Administrative and Eligibility Check carried out by ICMPD. Eligible applications will then be examined and evaluated in line with the processes and timeframe indicated in the Guidelines of the Call.

✗ If your Full Application is **Rejected** upon evaluation (with or without recommendations), your application process stops here. You will receive a notification email and the status of your application will automatically be changed from Submitted to Rejected under the FULL APPLICATION section of the GMS dashboard.

✓ If your Full Application is **Accepted** upon evaluation (with or without recommendations), you may proceed with the next step (contracting) in line with the timeframe stated in the applicable Guidelines.

5. Awarded Projects

Following the decision to award a grant, the beneficiary will be offered a contract based on the standard grant contract.

To consult the relevant grant contract related information, please consult the MPF [website](#) (the guidelines and grant contract templates available on the [Calls for Proposals](#) and FAQ sections on top of the MPF webpage).

- To follow-up on the status of your grant, you may **Login** to the MPF GMS with your credentials:



Login

Log In

Forgot Password?

New to the System?

Register

Welcome to the grant management system of the Migration Partnership Facility

Register or log-in to submit a Concept Note/Full Application or to follow up on grants.




- On the GMS dashboard, under the **AWARDED PROJECTS** section, please click on **Contracts & Amendments** to consult the status of your current Contracts & Amendments.
- A new page will prompt you to click on the Open button to review and follow up on your current Contracts & Amendments:

 Home

CONTRACTS & AMENDMENTS

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Application ID	Call Name	Action Title	Lead Applicant	Contact Person	Activity Type	Status	Due Date
Open  ICMPD/2025/MPF/1117	Call for Proposals 2023 - Borders & Security	TEST	Ministry of GMS Testing	GMS Testing	Grant Contract	Draft	

If your application was not selected this time, we encourage you to submit another proposal!

If you were awarded the grant, congratulations and best wishes for the implementation! Additional guidance and support materials will be forthcoming.