



PREPARATORY ACTION
Healthy diet: early years and ageing population

Call for proposals No. 2014/1/17037714

Budget line 17037714

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1. GENERAL BACKGROUND AND CONTEXT

In the European Union budget for 2014, the Budgetary Authority allocated EUR 500 000 for a preparatory action in the field of 'Healthy diet: early years and ageing population', as laid down in **Commission Decision C(2014) 3039 final** ¹ concerning the adoption of the financing decision for 2014 on the preparatory action 'Healthy diet: early years and ageing population'. The Annex 1 to that Decision sets out the details of the financing mechanisms and priority areas for the preparatory action.

Interested parties active in the field of public health are invited to submit an application to the European Commission - Health and Consumers Directorate-General - through this call for proposals (in accordance with the provisions of the Annex of Commission Decision C(2014) 3039 final and this call text, in order to pursue the objectives sets out in paragraph 3).

The description of activities to be funded, the submission deadlines, the admissibility requirements, and the eligibility/exclusion/selection and award criteria are described in paragraphs 4-12.

A **Guideline for applicants** is provided for as a separate document: it has been designed with a view to offer applicants a user-friendly tool providing them with a detailed description on how to fill-in the different sections of the application form.

It also provides a quick summary of the main legal and financial rules contained in the Regulation of the financial rules applicable to the general budget of the EU and its Rules of application.

2. PRIORITIES

This call identifies **three priorities**:

- 1. promoting a balanced diet and adequate nutrition status in all ages;**
- 2. screening for nutritional status in older people;**
- 3. implementation of good practices in nutrition management in clinical and community settings.**

2.1. Promoting a balanced diet and adequate nutrition status in all ages

2.1.1. Rationale

- A balanced diet with an adequate level of physical activity helps to maintain or improve the health status of the individual, whether children, adult or old person. A balanced diet plays a role throughout the whole life-span.
- Currently too many children are consuming diets with too many calories and/or unbalanced nutrients and many older people are consuming diets with too few calories and/or unbalanced nutrients.
- Unbalanced diets and malnutrition lower the probability for a long, active and healthy life. A balanced diet with an adequate level of physical activity and a good nutritional status contribute to the prevention of certain diseases, to more favourable clinical outcomes and assure good quality of life and may prolong an active, healthy and independent living of the elderly.
- Many health professionals are poorly informed about the risks of unbalanced diets and malnutrition for their patients and for the general population, since nutrition is not a

¹ http://ec.europa.eu/dgs/health_consumer/funding/call_health_diet_en.htm

compulsory part of undergraduate training.

- The risk of malnutrition and physical inactivity is not sufficiently recognized and malnutrition occurs frequently in older people in Europe. Therefore, it is essential to prevent and treat it.

2.2. Screening for nutritional status in older people

2.2.1. Rationale

- Malnutrition is not always easy to diagnose through standard examinations and/or many patients with malnutrition are “not thin” and are overlooked. It is therefore essential to use a validated screening tool to identify those at risk.
- The Mini Nutritional Assessment (MNA) was designed and validated in a series of studies to assess the nutritional status of older people. It has been widely used in clinical practice as well as in research.
- The increased risk of malnutrition (including dehydration) is closely associated with potential contributors to frailty, and malnourished frail subjects are at higher risk of adverse clinical outcomes.

2.3. Implementation of good practices in nutrition management in clinical and community settings

2.3.1. Rationale

- Barriers to prevention of unbalanced diets and malnutrition and its treatment are numerous (lack of awareness, deficient clinical support, deficient diagnosis, etc.).
- The annual healthcare costs associated with malnutrition and physical inactivity are enormous, yet most malnutrition situations are preventable and manageable.
- In clinical settings, experience demonstrates that malnourished patients suffer more complications, have poorer outcomes, spend longer time in hospital and need more long-term care. Moreover, frailty is in part the result of poor nutritional status adding higher risks of adverse clinical outcomes in frail older people.

3. OBJECTIVES AND EXPECTED RESULTS

3.1. Priority 1: promoting a balanced diet and adequate nutrition status in all ages

3.1.1. Objectives

1. Support public, effective educational campaigns to make the general population (whether children, adult or elderly) aware of the need of adequate nutrition and balanced diets and to educate the public on how to adjust their nutrition to their status habits, tastes and needs, while keeping in mind that an adequate level of physical activity is key to promote health and well-being.
2. Inform, train and further develop competences of health professionals as regards how to identify malnutrition, the nutrition needs of older people and the importance of a balanced diet and good nutritional status.
3. Inform and train informal care-givers and the general population on the nutrition needs of older people and on the importance of a good nutritional status and a balanced diet.

3.1.2. Expected results

Promote awareness of the importance of good nutrition, of an adequate level of physical activity and of the problem of malnutrition by developing the competences of health professionals and informing care-givers and general population on the need for a balanced diet and a good nutrition status in the general population, children, adults or older people.

3.2. Priority 2: screening for nutritional status in older people

3.2.1. Objectives

1. Support routine screening of older patients with standardized tools in hospital wards, primary care settings and community homes.
2. Support screening for nutritional status as a risk factor for frailty status and pre-frailty status in older people in the community.
3. Support the identification of nutritional risk and nutritional needs among older patients.

3.2.2. Expected results

To increase routine screening of nutrition status of the target groups with appropriate tools and to address timely, effectively and safely their nutritional needs.

3.3. Priority 3: implementation of good practices in nutrition management in clinical and community settings

3.3.1. Objectives

1. Support the implementation of good practices that help overcome barriers to adequate diagnosis and treatment of malnutrition in older people.
2. Support the implementation of evidence based nutrition and balanced diet guidelines and protocols to improve clinical outcomes and quality of life of patients and general population.
3. Support good practices that improve the quality and the quantity of food eaten by older people.

3.3.2. Expected results

Implement evidence-based good practices in line with the specified objectives.

4. DESCRIPTION OF ACTIVITIES TO BE FUNDED

The activities funded need to refer to and to support the development of any of the objectives mentioned for any of the three priorities specified, namely:

4.1. Activities under Priority 1

- Implementation of training programmes for health professionals, care-givers and general population on the need for a balanced diet with an adequate level of physical activity and a good nutrition status in the general population, whether children, adults or older people. In order to maximise access, these training programmes could be delivered through digital media such as

massive open online courses (MOOCs).

- Implementation of public awareness and health promotion campaigns in specific target groups, including evaluation/analysis of the impact of such campaigns.

4.2. Activities under Priority 2

- Implementation of nutrition screening programmes with standardized instruments in particular in the older population and in elderly frail people, including analysis of their impact.

4.3. Activities under Priority 3

- Implementation of protocols and guidelines in healthcare settings that support evidence-based good practices addressing any of the three objectives specified under Priority 3.
- Implementation of evidence based good practices or protocols in clinical or community settings addressing quality standards for nutritional care.
- Implementation of local strategies to ensure balanced diets and good nutrition in frail older people in the community.

5. SUBMISSION DEADLINES, TIMETABLE AND IMPLEMENTATION PERIOD

The **final deadline for the submission of proposals is 14/08/2014**.

If delivered by post or by courier, the evidence of the date of dispatch accepted as valid shall be constituted by the postmark or the date of the deposit slip, to the address indicated in paragraph 17.

If delivered by hand, a receipt must be obtained (and copy sent) as proof of submission, signed and dated by the official in the Commission's central mail department ² who took delivery.

The following table illustrates the different stages of the call, the corresponding dates and indicative periods.

TABLE 1: STAGES, DATES AND INDICATIVE PERIODS

| STAGES | DATE/PERIOD (INDICATIVE) |
|--|--|
| (a) PUBLICATION OF THE CALL | 03/06/2014 |
| (b) DEADLINE FOR SUBMITTING APPLICATIONS | 14/08/2014 (latest valid date of post stamp) |
| (c) EVALUATION PERIOD | 18/08/2014 - 03/10/2014 |
| (d) NOTIFICATION LETTER TO APPLICANTS (results of the evaluation) | ≥ 14/11/2014 |
| (e) SIGNATURE OF GRANT AGREEMENT (indicative) | ≤ 16/12/2015 |
| (f) STARTING DATE OF THE ACTION (indicative) | ≥ 05/01/2015 |

Actions should commence after the signature of the grant agreement; activities funded need to be

² The Commission's central mail department is located in Avenue du Bourget 1, B-1140 Bruxelles.

implemented within a period **no longer than 18 months**; applications for projects scheduled to run for a longer period than that specified in this call for proposals **will not be** accepted.

6. BUDGET AVAILABLE AND EU CONTRIBUTION

The **total budget earmarked** for the co-financing of this action is estimated at **EUR 500 000**.

EU co-financing for projects is calculated on the basis of **eligible costs incurred**; the **financial contribution of the EU may not exceed 75%** of the total eligible costs; **any application which requests a grant of more than 75% will be excluded automatically** from the selection.

Please note that there is no obligation for each individual partner to contribute equally to the action's budget; the minimum required percentage of own funding applies only at the project level. The Commission will determine in each individual case the maximum percentage to be awarded.

The **maximum financial contribution** of the Union **for a single grant shall be in a range from EUR 50 000 to 200 000**.

No financial assistance may be granted for actions funded by other Union instruments.

Given the complementary and motivational nature of EU grants, projects are financed under the shared cost principle³. If the amount granted by the Awarding Authority is lower than the funding sought by the applicant, it is up to the latter to find supplementary financing or to cut down on the total cost of the project without reducing either the objectives or the content.

7. ADMISSIBILITY REQUIREMENTS

Applications must be sent **no later than 14 August 2014 (date of post stamp if delivered by post or by courier; if delivered by hand a receipt must be obtained)** as proof of submission).

Applications must be submitted in writing, together with an electronic version (see paragraph 17.1).

Applications can be submitted in any official language of the European Union. However, in order to facilitate assessment by the evaluators, an English translation should accompany any proposal written in another EU official language.

Failure to comply with these requirements will lead to the rejection of the application.

8. ELIGIBILITY CRITERIA ⁴

8.1. Eligible applicants

Grant applications shall be eligible if submitted by legal entities, **with or without legal personality**, established in a Member State.

Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 14. For that purpose, applicants shall identify such affiliated entities in the application form.

In order to assess the applicant's eligibility, the following supporting documents are requested from each

³ Article 125(3) FR, Article 183(1) RAP

⁴ Article 131 FR, Article 201 RAP

applicant (or lead-applicant) organisation, and each affiliated entity:

- the **legal entity identification form⁵** duly completed and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation(s);
- **private entity**: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity**: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
- **entities without legal personality**: documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.
- proofs establishing that the person named as legal representative is the **statutory legal representative of the applicant organisation(s)**.

The following entities will be considered as **non-eligible: natural persons**.

8.2. Eligible applications

To be eligible, applications must:

- be submitted by the deadlines indicated in paragraph 5;
- respect the EU co-financing percentage as stipulated in paragraph 6;
- declare, in their declaration of honour, that the proposed activities are not being financed twice from two different sources within the EU budget (particularly in cases where applicants are already participating in other EU programmes);
- be submitted according to what is established in paragraph 17.1;
- be complete and include all the documents indicated in Tables 4A, 4B, and 4C of paragraph 17.1.

Please note that for the following documents, the official templates available on the DG SANCO website (http://ec.europa.eu/dgs/health_consumer/funding/call_health_diet_en.htm) must be used:

- financial identification form;
- legal entity form,

while the declaration on honour illustrated in paragraph 19.4 is already included in the (project) application form.

Please note that proposals can be submitted by single or multiple beneficiaries.

8.3. Eligible activities

This Call for proposals is intended to finance specific actions, projects or initiatives. Therefore **grants are not intended to finance the normal operations** of the bodies presenting applications; they are intended only to cover **additional expenditure** linked directly to the activities of the project.

The eligible activities must be fully carried out in the eligible countries and must be in line with the specific objectives set out in paragraph 3 of this document.

⁵ http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities

Eligible activities may consist of (non-exhaustive):

- case studies;
- training activities;
- monitoring actions;
- awareness and dissemination actions;
- counselling and mentoring activities;
- research and collection activities;
- dissemination of information.

9. EXCLUSION CRITERIA

9.1. Exclusion from participation

Applicants must be in conformity with Article 106 and 107 of the Financial Regulations. Therefore, applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank (EIB) and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the grant agreement is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 109(1).

9.2. Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- a) are subject to a conflict of interest;
- b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the grant procedure or fail to supply this information;
- c) find themselves in one of the situations of exclusion, referred to in the above section.

In order to assess the exclusion criteria, supporting documents need to be provided (please see Tables 4A, 4B, and 4C of paragraph 17.1): applicants (main partner and associated partners) shall provide a declaration on their honour, duly signed and dated, stating that they are not in any of the situations referred to in articles 106(1) and 107 to 109 of the Financial Regulation^{6 7}, filling in the relevant form attached to the application form accompanying the call for proposals. This declaration of honor needs to be printed and signed by the applicant. **Only original declarations of honour will be accepted.**

Be aware that proposals received after the deadline for receipt, incomplete proposals or proposals which do not to meet formal requirements laid down in the call for proposals will not be considered for funding

This does not apply in the case of obvious clerical errors within the meaning of Article 204/3 of the Rules of application of the Financial Regulations (RAP)

10. SELECTION CRITERIA

Only proposals which meet the exclusion and eligibility criteria will be eligible for evaluation.

The following selection criteria have to be met:

- financial capacity;
- operational capacity.

10.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the activity is being carried out and to participate in its co-financing.

In order to demonstrate the financial capacity, applicants for whom the financial verification applies are invited to provide with the application the following supporting documents:

1. a declaration on their honour;
2. the balance sheet and profit and loss account for the last financial year for which the accounts were closed (for newly created entities, the business plan shall be submitted to replace the closed accounts).

Applicants and co-applicants requesting an EU contribution of EUR ≤ 60 000 only have to submit a declaration of honour.

⁶ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p.1), and available on:
<http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2012:298:SOM:EN:HTML>

⁷ Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1), and available on:
<http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2012:362:SOM:EN:HTML>

The verification of financial capacity will not apply to public bodies, or to international public organisations created by inter-governmental agreements or to specialist agencies created by the latter.

10.2.Operational capacity

Applicants must have the professional resources, competences and qualifications required to complete the proposed action.

In order to demonstrate the operational capacity, the applicant and co-applicants who will be responsible for implementing the project are invited to provide their curriculum vitae.

10.3.Additional documents

If so requested, applicants must supply an external audit report produced by an approved auditor, certifying the accounts for the last financial year available and giving an assessment of the applicant's financial viability.

11.EVALUATION

Proposals for actions will be evaluated on the basis of the following categories of criteria:

- exclusion and eligibility criteria, "*to assess whether the applicant is eligible and is not in a situation of exclusion⁸*";
- selection criteria, to assess the applicant's financial and operational capacity to complete a proposed action⁹;
- award criteria, to assess the quality of the proposal taking into account its cost.

These categories of criteria will be considered consecutively during the evaluation procedure: a proposal which fails to meet the requirements under one category will not be considered at the next evaluation stage and will be rejected.

As such, **only projects which meet the exclusion and eligibility and selection criteria will be further evaluated on the basis of the award criteria.**

12.AWARD CRITERIA

Proposals which fulfill the eligibility, exclusion and selection criteria indicated above will be assessed according to the following four main award criteria:

1. Policy and contextual relevance.
2. Technical quality.
3. Management quality.
4. Overall and detailed budget.

For each criterion, maximum points, threshold and threshold in % of maximum points are summarized in table 2.

⁸ Article 131 FR

⁹ Article 132 FR

TABLE 2: POINTS OVERVIEW

| CRITERION | MAXIMUM POINTS | THRESHOLD | THRESHOLD IN % OF MAXIMUM POINTS |
|---|----------------|-----------|----------------------------------|
| 1. Policy and contextual relevance | 10 | 8 | 80% |
| 2. Technical quality | 10 | 6 | 60% |
| 3. Management quality | 10 | 6 | 60% |
| 4. Overall and detailed budget | 10 | 6 | 60% |
| TOTAL | 40 | | |

For each criterion, different sub-criteria are taken into account in the assessment, according to Table 3.
Please note that any proposal which does not reach all thresholds will be rejected.

TABLE 3: AWARD CRITERIA

| 1. POLICY AND CONTEXTUAL RELEVANCE 10/40 (threshold = 8/40) | WEIGHT | 2. TECHNICAL QUALITY 10/40 (threshold = 6/40) | WEIGHT | 3. MANAGEMENT QUALITY 10/40 (threshold = 6/40) | WEIGHT | 4. OVERALL AND DETAILED BUDGET 10/40 (threshold = 6/40) | WEIGHT |
|---|--------|--|--------|--|--------|---|--------|
| a. Relevance of the contribution to meeting the objectives and priorities of EU Health Strategy as defined in COM(2007)630 final ¹⁰ | 3 | a. Quality of the content (relevance of methodology, expected impact, added value, evidence base) | 4 | a. Quality of the planning and implementation of the project | 5 | a. Relevance and appropriateness of the budget | 10 |
| b. Relevance of the contribution with regard to the European Innovation Partnership on Active and Healthy Ageing ¹¹ | 2 | b. Innovative nature and/or technical complementarity | 2 | b. Relevance of the organisational capacity, including financial management | 5 | | |
| c. Added value at EU level of the contribution in the field of Public Health | 3 | c. Quality of the evaluation strategy | 2 | | | | |
| d. Consideration of the social, cultural and political context | 2 | d. Quality of the dissemination strategy and plan | 2 | | | | |

¹⁰ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0630:FIN:EN:PDF>

¹¹ http://ec.europa.eu/research/innovation-union/index_en.cfm?section=active-healthy-ageing

For additional information regarding what the Commission expects under each of the individual criteria, please refer to the following paragraphs and to paragraph 6 of the Guidelines for applicants.

12.1. Policy and contextual relevance

12.1.1. Relevance of the contribution to meeting the objectives and priorities of EU Health Strategy ¹²

This criterion regards the strategic relevance of the project with regard to the EU Health Strategy and with regard to the expected contribution to existing knowledge and implications for health.

The strategic relevance of a proposal depends on the way the project brings an added value to the existing public health knowledge allowing the practical use of that knowledge on the field.

12.1.2. Relevance of the contribution with regard to the European Innovation Partnership on Active and Healthy Ageing ¹³

The project is expected to meeting the objectives and priorities defined in the **Action Plan for frailty** ¹⁴.

12.1.3. Added value at EU level of the contribution in the field of Public Health

This criterion is linked to the impact of the project on target groups, and to its long term effect and potential multiplier effects such as replicable, transferable and sustainable activities.

The project should not simply duplicate actions that can be taken at Member State level but, rather, to enable addressing problems that would otherwise not be sufficiently addressed by the Member States.

12.1.4. Consideration of the social, cultural and political context

Applicants should explain how the project relates to the situation of the countries or specific areas involved, ensuring the compatibility of envisaged actions with the culture and views of the target groups.

The project should demonstrate its compatibility with the culture, knowledge, views, customs and roles of the target group, and with the local policy context in which it will be implemented.

12.2. Technical quality

12.2.1. Quality of the content

Applicants should provide a detailed problem analysis, including the relevant evidence on which the project bases itself has to be produced.

Applicants should also clearly describe objectives (general and specific), target groups, including relevant geographical factors, methods and indicators.

The project specification includes also a description of the anticipated outcomes and deliverables.

12.2.2. Innovative nature and/or technical complementarity

Applicants must clearly identify the progress the project intends to make within the given field in relation to the state of the art and ensure that there will be neither inappropriate duplication nor

¹² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0630:FIN:EN:PDF>

¹³ http://ec.europa.eu/research/innovation-union/index_en.cfm?section=active-healthy-ageing

¹⁴ http://ec.europa.eu/research/innovation-union/index_en.cfm?section=active-healthy-ageing&pg=commitment#action_plans

overlap, but provide an added value.

12.2.3. Quality of the evaluation strategy

Applicants must clearly explain the methods proposed and indicators chosen and their adequacy.

The evaluation methodology should be adequate (formulation of specific evaluation questions and for each evaluation question, methods to collect data), inferred from an evaluation plan, specifying purpose, questions, design, method, measurement instruments, and the task, responsibilities and timing of the evaluation and based on indicators which are variables measuring the performance of a project and the level to which the set objectives are reached.

12.2.4. Quality of the dissemination strategy and plan

Applicants must clearly illustrate the adequacy of the envisaged strategy and methodology to ensure transferability of results and sustainability of dissemination.

Dissemination refers to the process of making the results and deliverables of the project available to the stakeholders and to a wider audience; it could be based on the results of a stakeholder analysis.

Although a project is by definition limited in time, the purpose is to make the results and outcomes sustainable; the dissemination strategy should therefore pay attention to the transfer of knowledge and to the processes needed for embedding it and future take-up.

12.3. Management quality

12.3.1. Quality of the planning and implementation of the project

Applicants must clearly describe the activities to be undertaken, timetable and milestones, deliverables, nature and distribution of tasks.

All activities must be presented in a realistic timetable, taking into account the fact that some activities must be completed before others may start. The timetable must specify clear milestones.

The nature and distribution of tasks have to be described and the tasks have to be grouped in work packages; a work package contains a set of coherent tasks grouped together in order to facilitate the project management. Each core work package is linked with one or several specific objectives and produce one or several deliverables. It is not possible to find the same specific objective or the same deliverable in several work packages.

12.3.2. Relevance of the organisational capacity, including financial management

Applicants must clearly describe the management structure, competence of staff, responsibilities, internal communication, decision making, and monitoring and supervision.

The capacity of the partner to realise the work in relation to the specific objectives has to be demonstrated.

At organisational level, there should be a clear division of responsibilities and tasks between the project manager and other decision makers.

At personal level, the project manager must have the necessary skills, expertise and authority to lead a team and to achieve the project objectives. He or she should also be capable of using the resources in a flexible way.

A very short CV of the main partner (or project coordinator) responsible for implementing the project has to be presented; this should illustrate his/her competence, expertise, leadership quality and authority required by the project tasks, experience, specific knowledge and skills (e.g. job history, scientific papers published, project achievements, etc.).

The management of a project requires the systematic monitoring of the project activities to check whether the activities are implemented according to plan, whether results and deliverables are attained at the milestones, if there are obstacles or difficulties which may prevent the project from delivering, and to assure the overall quality of the project implementation.

12.4. Overall and detailed budget

12.4.1. Relevance and appropriateness of the budget

Applicants must ensure that the budget is relevant, appropriate, balanced and consistent in itself, between/among beneficiaries and in relation to the specific objectives of the project.

Where relevant, the budget should be distributed between partners at a minimum reasonable level, avoiding excessive fragmentation.

13. LEGAL COMMITMENTS

Following the evaluation, a list is drawn up of proposals recommended for funding, ranked according to the total number of points awarded. Depending on budget available, the highest ranked proposals will be awarded co-funding.

In the event of a grant awarded, 2 copies of the grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties; the 2 copies of the original agreement must be signed first by the beneficiary on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

14. FINANCIAL PROVISIONS

The Financial Regulation and the Rules of Application are the reference documents for the implementation of this Call.

14.1. General Principles

Grants must comply with the following principles:

- a) **Co-financing principle ¹⁵**: external co-financing from a source other than EU funds is required, either by way of the beneficiary's own resources or the financial resources of third parties. Contributions in kind from third parties may be considered as co-financing if considered necessary or appropriate.
- b) **No-profit principle ¹⁶**: the grant may not have the purpose or effect of producing a profit for the beneficiary.
- c) **Non-cumulative award principle ¹⁷**: only one grant from the EU budget may be awarded for a specific action carried out by a given beneficiary per financial year. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the

¹⁵ Article 125(3) FR, Article 183 RAP

¹⁶ Article 125(4) FR, Article 184 RAP

¹⁷ Article 129 FR, Article 193 RAP

sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action;

- d) **Non-retroactivity principle** ¹⁸: no grant may be awarded retrospectively for actions already completed and expenditure eligible for financing must be incurred after the agreement is signed. In exceptional cases, it may be acceptable to consider expenditure that was incurred from the date of submission of the grant application, but not earlier. A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

14.2.Funding form: mixed financing

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

14.2.1 Maximum amount requested

The EU grant is limited to a maximum co-funding rate of 75% of **eligible costs**; consequently, part of the total eligible expenses entered in the estimative budget must be financed from sources other than the EU grant.

14.2.2 Eligible costs

Eligible costs are actually incurred by the beneficiary of a grant and meet all the criteria indicated in Article II.19.1 of the model grant agreement.

Eligible (direct and indirect) costs are indicated in Articles II.19.2 and II.19.3 of the model grant agreement.

Ineligible costs are indicated in Article II.19.4 of the model grant agreement.

Please note that **contributions in kind are not considered eligible cost**.

14.2.3 Calculation of the final grant amount

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the documents indicated in the grant agreement.

The calculation of the final grant amount is indicated in Article II.25 of the model grant agreement.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance.

In this respect, where a profit is made, the Commission shall be entitled to recover the percentage

¹⁸ Article 130 FR, Article 194 RAP

of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action. A partner (main or associated) requesting an EU contribution of EUR ≤ 60 000, is exempted from this provision.

14.3. Payment arrangements

The Commission will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount.

If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order; for more details on this issue, please see Article II.26 of the model grant agreement.

15. PUBLICITY

15.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used in line with Article I.7 and II.7 of the model grant agreement.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Union on all their publications, posters, programmes and other products realised under the co-financed project. To do this they must use the text, the emblem and the disclaimer available at:

http://ec.europa.eu/eahc/management/visual_identity.html.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the model grant agreement.

15.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The following information will be published:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level 7 if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

16. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV); such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Unless indicated otherwise, replies to the questions in this application form and any personal data requested are required to assess the grant application in accordance with the specifications of the call for proposals, and they will be processed solely for that purpose by the responsible Controller.

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the applicant(s) be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System¹⁹,

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database²⁰.

17. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

A proposal is made up of a standard (project) application form and supporting documents; to be considered as complete, the application must comply with the formal requirements described in Tables 4A, 4B, and 4C of paragraph 17.1.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

17.1. Submission on paper

The application form is available at the following link:

http://ec.europa.eu/dgs/health_consumer/funding/call_health_diet_en.htm

Applications shall be submitted on the correct form, duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in 2 copies (one original clearly identified as such, plus 1 copy), and signed by the person authorized to enter into legally binding commitments on behalf of the applicant organization.

The tables on the following pages list all supporting documents which have to be submitted; these documents are the evidence so that the eligibility, exclusion, selection and award criteria, described above can be assessed.

¹⁹ Commission Decision No 2008/969 (EC, Euratom) of 16.12.2008 (OJ L 344, 20.12.2008, p.125), available on: <http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2008:344:SOM:EN:HTML>. For more information see the Privacy Statement on: http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE

²⁰ Commission Regulation (EC, Euratom) No 1302/2008 of 17.12.2008 (OJ L 344, 20.12.2008, p.12), available on: <http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2008:344:SOM:EN:HTML>. For more information see the Privacy Statement on: http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE.

TABLE 4A: LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED BY THE MAIN PARTNER ONLY

| | DOCUMENTS | COMMENTS | FORMAL REQUIREMENTS | CRITERIA TO BE ASSESSED |
|---------------------------------|--------------------------------------|--|--|---|
| MAIN PARTNER <u>ONLY</u> | Project application form | <i>The application form provides information on administrative aspects of the applicant(s), as well as the technical and financial information of the project (e.g. budget of action).</i> | <ul style="list-style-type: none"> ⊕ 1 paper version (original); ⊕ 1 paper version (photocopy); ⊕ 1 electronic version (saved on a CD-ROM/DVD/USB key) | <p>Based on the information provided in the application form:</p> <ul style="list-style-type: none"> ⊕ eligibility criteria; ⊕ financial viability and operational capacity under the selection criteria; ⊕ award criteria |
| | Financial identification form | <p>The mandatory template is available on the DG BUDG website, at the following link:</p> <p>http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</p> | <ul style="list-style-type: none"> ⊕ 1 original filled (typed) in English, duly signed, dated and stamped by the bank representative and the account holder. ⊕ The information must be consistent with the mandatory supporting as described in the legal entity form. | Eligibility criteria |
| | Checklist | <ul style="list-style-type: none"> ⊕ The mandatory checklist only needs to be filled in once by the main partner who submits the application package; it helps the applicant to ensure that a complete and correct application is provided on time. | <ul style="list-style-type: none"> ⊕ 1 signed original | |

TABLE 4B: LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED BY ALL PARTNERS

| | DOCUMENTS | COMMENTS | FORMAL REQUIREMENTS | CRITERIA TO BE ASSESSED |
|---------------------|--|---|--|---|
| ALL PARTNERS | Declaration of honour | <ul style="list-style-type: none"> ⊕ Declaration(s) of Honour stating that the main and associated partners are not in any of the situations of exclusion listed in Articles 106, 107 and 109 of the Financial Regulation. ⊕ Only originals will be accepted ⊕ All declarations of Honours need to be included with the application package ⊕ Please do not send any Declaration(s) of Honour separately | <ul style="list-style-type: none"> ⊕ 1 original, signed and stamped, from the main partner ⊕ Originals, signed and stamped, from all associated partners | Exclusion criteria and selection criteria |
| | Legal entity form "public entities" | <p>The mandatory template is available on the DG BUDG website, at the following link:</p> <p>http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</p> | <ul style="list-style-type: none"> ⊕ 1 original filled (typed) in English, duly signed, dated and stamped by an authorised legal representative. ⊕ The information must be consistent with the mandatory supporting documents as described in the legal entity form. | Eligibility criteria |

| | DOCUMENTS | COMMENTS | FORMAL REQUIREMENTS | CRITERIA TO BE ASSESSED |
|---------------------|---|---|--|-------------------------|
| ALL PARTNERS | Legal entity form "private entities" | The mandatory template is available on the DG BUDG website, at the following link: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm | <ul style="list-style-type: none"> ⊕ 1 original filled (typed) in English, duly signed, dated and stamped by an authorised legal representative. ⊕ The information must be consistent with the mandatory supporting documents as described in the legal entity form. | Eligibility criteria |
| | Curriculum Vitae | A template is available under the following link: http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions | | Eligibility criteria |
| | Notice of appointment of the persons authorised to represent the applicant in dealing with third parties and in legal proceedings²¹ | | ⊕ 1 legible copy | Eligibility criteria |

TABLE 4C: LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED BY ALL PARTNERS (EXCEPT PUBLIC BODIES)

| | DOCUMENTS | COMMENTS | FORMAL REQUIREMENTS | CRITERIA TO BE ASSESSED |
|--|---|----------|--|--|
| ALL PARTNERS (EXCEPT PUBLIC BODIES) | Official registration certificate of the association | | ⊕ 1 copy, signed by the legal representative of the organisation | Eligibility criteria |
| | Organisation's statutes/articles of association | | ⊕ 1 copy, signed by the legal representative of the organisation | Eligibility criteria |
| | Balance sheet and Profit and loss accounts for the last year for which the accounts are closed | | ⊕ 1 copy, signed by the legal representative of the organisation | Financial viability under the selection criteria |

Table 4D specifies which documents are mandatory for main and associated partners in both cases - public and private entities.

²¹ Alternatively, a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication, as well as evidence of any delegation of this authorization to another representative not indicated in the official appointment

TABLE 4D: LIST OF DOCUMENTS TO BE SUBMITTED BY ALL PARTNERS (PUBLIC AND PRIVATE ENTITIES)

| | PUBLIC ENTITY | | PRIVATE ENTITY | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | MAIN PARTNER | ASSOCIATED PARTNER | MAIN PARTNER | ASSOCIATED PARTNER |
| ▪ DECLARATION OF HONOUR | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ ORGANIZATIONS' STATUTES / ARTICLES OF THE ASSOCIATION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ OFFICIAL REGISTRATION CERTIFICATE OF THE ASSOCIATION | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ BALANCE SHEET AND PROFIT AND LOSS ACCOUNTS FOR THE LAST YEAR FOR WHICH THE ACCOUNTS ARE CLOSED | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

In submitting a proposal, applicants accept the procedures and conditions as described in this call and in the documents to which it refers

Applications that do not comply with these requirements will be rejected

Be aware that only complete application packages will be admitted to the evaluation procedure

Applicants are responsible for ensuring that the application is complete according to the requirements specified in this paragraph

Incomplete application packages or applications received in more than one package will be automatically excluded

1. Applications must be sent EITHER by mail, preferably by registered mail, clearly postmarked on or before the deadline indicated above to the following address:

**CALL FOR PROPOSALS FOR PREPARATORY ACTION ON
"HEALTHY DIET: EARLY YEARS AND AGEING POPULATION"**

European Commission
Directorate General Health and Consumers (DG SANCO)
For the attention of:
Ms. Maria Iglesia Gomez, Head of Unit SANCO.02
Avenue du Bourget 1
B-1140 BRUXELLES

OR

2. By hand delivery from 7 a.m. until 5:30 p.m. (Monday to Friday) to:

**CALL FOR PROPOSALS FOR PREPARATORY ACTION ON
“HEALTHY DIET: EARLY YEARS AND AGEING POPULATION”**

European Commission
Directorate General Health and Consumers (DG SANCO)
For the attention of:
Ms. Maria Iglesia Gomez, Head of Unit SANCO.02
Avenue du Bourget 1
B-1140 BRUXELLES

Either by the applicant in person or by an authorized representative and confirmed by a duly signed and dated acknowledgment of receipt on or before the deadline indicated above

OR

3. By private courier service to:

**CALL FOR PROPOSALS FOR PREPARATORY ACTION ON
“HEALTHY DIET: EARLY YEARS AND AGEING POPULATION”**

European Commission
Directorate General Health and Consumers (DG SANCO)
For the attention of:
Ms. Maria Iglesia Gomez, Head of Unit SANCO.02
Avenue du Bourget 1
B-1140 BRUXELLES

- I. If a dated acknowledgment of receipt is returned to the applicant by the private courier service, the date of delivery to the private courier service will act as proof of delivery.
- II. In the absence of a dated acknowledgment of receipt by the private courier service, the date of delivery to the Commission at the address above will be proven by a signed and dated receipt.
- III. Proposals must be placed inside two sealed envelopes. The inner envelope, addressed as indicated above, should be marked as follows:

“CALL FOR PROPOSALS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT”

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

- IV. Submission of a proposal implies acceptance of all the terms and conditions set out in this call for proposals, in the call specification and, where appropriate, waiver of the applicant's own general or specific terms and conditions. Submission of a proposal is binding on the

applicant to whom the grant is awarded for the duration of the grant.

- V. All costs incurred during the preparation and submissions of proposals are to be borne by the applicants and will not be reimbursed.
- VI. Contacts between the contracting authority and applicants are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
- a. **Before the final date for submission of proposals:**
- i. at the request of the applicant, the contracting authority may provide additional information solely for the purpose of further clarifying the contents of the call. Any requests for additional information must be made only by sending an e-mail to the following functional mailbox: SANCO-PA-HEALTHYDIET@ec.europa.eu. Please note that **requests for additional information received less than five working days before the final date for submission of proposals will not be processed**;
 - ii. the Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for proposals;
 - iii. any additional information including that referred to above will be posted on the DG SANCO website where this call was published. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.
- b. **After the opening of proposals:**
- i. if clarification is required or if obvious clerical errors in the proposals need to be corrected, the contracting authority may contact the applicant provided the terms of the proposal are not modified as a result.
- VII. This invitation to proposal is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of grant agreement or notification of grant decision to the successful applicant(s).
- VIII. Up to the point of signature, the contracting authority may cancel the award procedure, without the candidates being entitled to claim any compensation. This decision must be substantiated and the candidates notified.
- IX. Once the Commission has opened the proposal, the submitted documents will become the property of the Commission and they will be treated confidentially.

IMPORTANT NOTICE

To avoid any delays in the call evaluation procedure, the Commission will **disregard and not process proposals sent before or on the set deadline**, as described in paragraph 5, but which have not been actually delivered by post or by private courier service to the Commission **before 14/08/2014**, even if late delivery is due to postal delays or to other reasons beyond the control of the submitter

It is understood that it is the responsibility of the applicant to ensure timely delivery of the proposal by a quality delivery service and that he will seek appropriate guarantees from the service contracted to this effect

17.2.Submission by fax or electronic mail

Submission by fax or electronic mail **will not be accepted**.

18.CONTACTS

In all correspondence relating to this call (e.g. when requesting information, or submitting an application), reference must be clearly made to this specific call. Once the Commission has allocated a registration number to a proposal, indicated in the acknowledgement of receipt, the applicant must use this number in all subsequent correspondence.

No modification to the application is allowed once the deadline for submission has elapsed.

19.ANNEXES

19.1.Application form

This is provided for as a separate document available at the following link:

http://ec.europa.eu/dgs/health_consumer/funding/call_health_diet_en.htm

19.2.Guidelines for applicants

The guidelines, provided for as a separate document, have been designed to offer a user-friendly tool providing the applicants with a detailed description on how to fill-in the different sections of the project application form.

They also provide a quick summary of the main legal and financial rules contained in the regulation on the financial rules applicable to the general budget of the union and its rules of application.

However, they are not a legally binding document and therefore they does not supersede the rules and conditions laid out in the following documents:

- Regulation (EU, Euratom) no 966/2012²² of the European parliament and of the council of 25 october 2012 on the financial rules applicable to the general budget of the union and repealing council regulation (ec, euratom) no 1605/2002, hereafter referred to in this document as the financial regulation (FR);
- Commission Delegated Regulation (EU) no 1268/2012²³ of 29 October 2012 on the rules of application of regulation (EU, Euratom) no 966/2012 of the European parliament and of the council on the financial rules applicable to the general budget of the union, hereafter referred to in this document as the rules of application of the financial regulation (RAP);

²² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p.1), and available on:

<http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2012:298:SOM:EN:HTML>

²³ Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1), and available on:

<http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2012:362:SOM:EN:HTML>

- Grants agreement (mono beneficiary and multiple beneficiaries).

Applicants are therefore asked to carefully read the agreement sent to them, as it will constitute the legal basis for the grant.

19.3. Checklist of documents to be provided

This is a checklist that needs to be filled in once by the applicant (or by the coordinator if proposals are submitted by several applicants) as part of the application process; it helps the applicant to ensure that a complete and correct application is provided on time; please check each applicable box.

Contrary to the declaration of honour, there is no need that the legal representative signs this checklist. It should be signed by the contact person/the person responsible to prepare the application package.

TABLE 5: CHECKLIST OF DOCUMENTS TO BE PROVIDED AS PART OF THE APPLICATION FORM

| Checklist to be printed and filled in, by hand, by the applicants as part of the application form | | |
|--|--|--------------------------|
| # | DESCRIPTION | TICK WHEN APPROPRIATE |
| 1 | Original completed application form | <input type="checkbox"/> |
| 1 | Photocopy of the completed application form | <input type="checkbox"/> |
| 1 | Electronic version of the original completed application form (saved on a CD-ROM/DVD/USB key) | <input type="checkbox"/> |
| 1 | Original Declaration of Honour, signed and stamped, from the <u>main partner</u> | <input type="checkbox"/> |
| | Original Declaration(s) of Honour, signed and stamped, for <u>all associated partners</u> | <input type="checkbox"/> |
| 1 | Original Financial identification form, signed and stamped, from the <u>main partner</u> | <input type="checkbox"/> |
| 1 | Original Legal entity form "public entities" or "private entities", signed, from the <u>main partner</u> | <input type="checkbox"/> |
| | Original Legal entity form "public entities" or "private entities", signed, from <u>all associated partners</u> | <input type="checkbox"/> |
| 1 | Legible copy of the notice of appointment of the persons authorised to represent the applicant in dealing with third parties and in legal proceedings (or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication, as well as evidence of any delegation of this authorization to another representative not indicated in the official appointment) | <input type="checkbox"/> |
| 1 | Official registration certificate of the association | <input type="checkbox"/> |
| 1 | Organisation's statutes/articles of association | <input type="checkbox"/> |
| 1 | Balance sheet and Profit and loss accounts for the last year for which the accounts are closed, signed by the legal representative of the organisation | <input type="checkbox"/> |
| | Curriculum Vitae of all partners (1 CV for each partner) | <input type="checkbox"/> |
| 1 | This checklist, completed and signed | <input type="checkbox"/> |

In submitting a proposal, applicants accept the procedures and conditions as described in the **Call for proposals document** and in the documents to which it refers.

Applications that do not comply with the requirements set out **will be excluded** from the selection procedure.

I, the undersigned, hereby certify that the information contained in this application is complete, true and correct in all its parts. I accept that any incorrect, false or incomplete application will be excluded from the selection process.

_____ [Full Name and title]

_____ [Place and Date] _____ [Signature]

19.4. Declaration of Honour

What follows is a template for a Declaration of Honour stating that the main partner (or coordinator) and associated partners are not in any of the situations of exclusion listed in Articles 106, 107 and 109 of the Financial Regulation.

I, the undersigned,

authorised to represent the applicant, hereby request from the contracting authority a grant with a view to implementing the action on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that the applicant has not received any other Union funding to carry out the action which is the subject of this grant application.

I accept that any incorrect, false or incomplete application will be excluded from the selection process.

I certify on my honour that the applicant is not in one of the situations which would exclude it from receiving Union grants and accordingly declare that the applicant:

- are not bankrupt or being wound up, are not having their affairs administered by the courts, have not entered into an arrangement with creditors or suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- the applicants or persons having powers or representation, decision-making or control over the applicants have not been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- are not guilty of grave professional misconduct proven by any means which the contracting authority can justify including decisions of the EIB and international organisation;
- the applicants are in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or, with those of the country of the contracting authority or those of the country where the action is to be implemented;
- the applicants or persons having powers of representation, decision-making or control over the applicants have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- are not subject to an administrative penalty referred to in Article 109(1) of the Financial

Regulation.

In addition, the undersigned declares on its honour:

- they have no conflict of interest in connection to the grant, conflict of interest could arise in particular as a result of reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest;
- they are not guilty of misrepresenting the information required by the contracting authority as a condition of participation in the grant procedure or of failing to supply this information;
- they do not find themselves in one of the situations of exclusion, referred to in Article 106(1) of the Financial Regulation, for the grant procedure.

I have been informed that, under Regulation No 966/2012 of 25 October 2012 on the financial rules applicable to the general budget of the European Union ('Financial Regulation')²⁴, applicants found guilty of misrepresentation may be subject to administrative and financial penalties in accordance with the conditions laid down in that Regulation.

The administrative penalties consist of being excluded from all contracts or grants financed from the Union budget for a maximum of five years from the date on which the infringement is established, as confirmed following a contradictory procedure with the applicant. This period may be extended to ten years in the event of a repeated offence within five years of the date referred to above.

Applicants who have made false declarations, have committed substantial errors, irregularities or fraud, may also be subject to financial penalties representing 2 % to 10 % of the total estimated value of the grant being awarded.

Beneficiaries who have been found in serious breach of their contractual obligations maybe subject to financial penalties representing 2% to 10% of the total value of the grant agreement in question.

That rate may be increased to between 4 % and 20 % in the event of a repeat infringement within five years of the date referred to above.

I declare that the applicant is fully eligible in accordance with the criteria set out in the specific call for proposals.

I certify that the applicant has the financial and operational capacity to carry out the proposed action.

If selected to be awarded a grant, the applicant accepts the standard conditions as laid down in the grant agreement publicly available.

| | |
|--|-------------------------------|
| Organisation legal name | Signature _____ |
| Title, name and first name of authorised representative | Official stamp |
| Function of authorised representative | |

²⁴ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p.1), available on:

<http://eur-lex.europa.eu/JOHtml.do?uri=OJ:L:2012:298:SOM:EN:HTML>

Your grant application involves the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Unless indicated otherwise, your replies to the questions in this application form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose by the responsible Controller.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE

OR

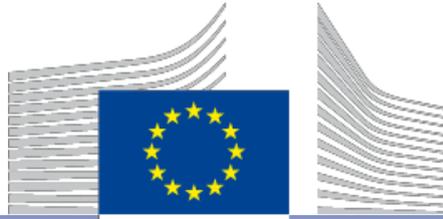
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE

19.5. Model grant agreement

Please note that both the mono-beneficiary and multiple-beneficiaries models grant agreement are provided for as separate documents and can be downloaded at the following link:

http://ec.europa.eu/dgs/health_consumer/funding/call_health_diet_en.htm



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