



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT



CALL FOR PROPOSALS

SIMULATION EXERCISES
IN THE FIELD OF THE COMMUNITY CIVIL
PROTECTION MECHANISM

GRANT APPLICATION GUIDE
2008 edition

This guide includes detailed information on the call for proposals for civil protection activities in the field of prevention and other actions and advice on how to prepare applications

TABLE OF CONTENTS

.....	1
1. PREFACE	3
2. WHAT IS THE CALL FOR PROPOSALS FOR SIMULATION EXERCISES IN THE FIELD OF THE COMMUNITY CIVIL PROTECTION MECHANISM	4
2.1. Context of the call for proposals	4
2.2. General objectives of the call for proposals	4
3. WHAT PROJECTS CAN BE CO-FINANCED?.....	5
3.1. Description of the projects	5
3.2. Objectives of the projects	5
3.3. Implementation of the projects.....	6
3.3.1. <i>Exercise scenarios</i>	6
3.3.2. <i>Time frames</i>	6
3.3.3. <i>Participation</i>	6
3.3.4. <i>Planning meetings</i>	7
3.3.5. <i>Organization of the exercise</i>	7
3.3.6. <i>Evaluation of the project and reporting</i>	7
3.3.7. <i>Involvement of the competent national civil protection authorities</i>	8
4. HOW MUCH WILL THE COMMISSION GRANT?.....	9
4.1. The "no double financing" rule	9
4.2. Maximum European co-funding	9
4.3. Payment schedule	9
5. WHO CAN SUBMIT A PROPOSAL? WHO MAY PARTICIPATE?	10
5.1. Project participants and Exercise participants	10
5.2. Geographical eligibility for project participants.....	10
5.3. Eligible project participants	10
5.4. Roles and responsibility of project participants.....	10
5.4.1. <i>Coordinating beneficiary</i>	11
5.4.2. <i>Associated beneficiaries</i>	11
5.4.3. <i>Co-financer(s)</i>	12
5.4.4. <i>Subcontractor(s)</i>	12
5.5. The competent national civil protection authority.....	12
6. WHERE AND WHEN TO SUBMIT A PROPOSAL?	13
6.1. Delivery.....	13
6.2. Packaging.....	13
6.3. Acknowledgement of receipt.....	13
7. HOW ARE PROJECTS SELECTED?.....	14
7.1. Introduction and indicative schedule.....	14
7.2. General principles.....	14
7.3. Eligibility criteria.....	15
7.3.1. <i>Formal eligibility</i>	15
7.3.2. <i>Content related eligibility</i>	16
7.4. Exclusion criteria.....	16
7.5. Selection criteria.....	16
7.5.1. <i>Financial capacity</i>	16
7.5.2. <i>Technical capacity</i>	17
7.6. Award criteria.....	18
7.6.1. <i>Understanding (30 points)</i>	18
7.6.2. <i>Methodology (20 points)</i>	18
7.6.3. <i>Cost effectiveness (20 points)</i>	19
7.6.4. <i>European dimension (30 points)</i>	19
7.6.5. <i>Acknowledgment of priority (20 points)</i>	19
7.7. Awarding the grant.....	19
7.7.1. <i>Conclusion of the evaluation process</i>	19
7.7.2. <i>The award decision</i>	20
7.7.3. <i>Rejected proposals</i>	20
8. HOW TO PREPARE AND DRAFT A PROPOSAL?.....	21
8.1. General guidelines & issues to be covered.....	21
8.2. Formal requirements for applications.....	21
8.3. Obligatory documents to be attached to the application	22
8.4. Specific requirements for public entities	24
8.5. Specific recommendations for each section of the application form	24
8.5.1. <i>Part 1: Forms A and T</i>	25
8.5.2. <i>Part 2: Forms F</i>	30
9. KEY REFERENCES AND WHERE TO FIND THEM	39
10. CHECK LIST AND LIST OF SUPPORTING DOCUMENTS TO ANNEX TO THE APPLICATION	40

Dear Applicant,

Welcome to the guide for submitting proposals for simulation exercises in the field of the Community civil protection mechanism.

This guide has been designed to offer you a user-friendly tool that guides you through the application procedure and the application forms. It also serves as a reference tool and can be used as a quick guide to answer any questions you may have when preparing your application. Please read it carefully.

In addition to this guide, you are strongly recommended to consult the European Commission's Civil Protection website: <http://ec.europa.eu/environment/civil/index.htm> - and in particular the Frequently Asked Questions (FAQ) section. The site is updated regularly and the date of the latest update is indicated on the web-page.

If you cannot find the answer to your question in the guide, or among the FAQ, you may send your questions in writing (e-mail) to the Civil Protection Unit of the Commission at ENV-A3@ec.europa.eu.

Please only contact the Unit after having tried to find the information in the documentation that is provided to you.

Before sending your application, please do not forget to complete the checklist (Chapter 10).

This guide is updated annually to make it as user-friendly as possible. You are more than welcome to share with the Commission your comments and suggestions on how to further improve the guide by sending an e-mail to the Civil Protection Unit: ENV-A3@ec.europa.eu.

Finally, please be aware that filling in the forms will take at least 4 hours if you have all the necessary documents at your disposal.

We wish you good luck for this exercise!

2. WHAT IS THE CALL FOR PROPOSALS FOR SIMULATION EXERCISES IN THE FIELD OF THE COMMUNITY CIVIL PROTECTION MECHANISM

2.1. CONTEXT OF THE CALL FOR PROPOSALS

Council Decision No. 2007/779/EC, Euratom establishes a **Community Civil Protection Mechanism** (recast). The general purpose of this Mechanism is to provide, on request, support in the event of major emergencies and to facilitate improved coordination of assistance interventions provided by the Member States and the Community. The Mechanism should facilitate the civil protection response to all types of major emergencies occurring inside or outside the Community, including natural and man-made disasters, acts of terrorism and technological, radiological and environmental accidents, including accidental marine pollution. It also intends to help ensure better protection, primarily of people but also of the environment and of property, through a series of preparatory measures, including a training programme to enhance the coordination of civil protection assistance interventions. This training programme includes, amongst others, civil protection exercises. **Council Decision No. 2007/162/EC, Euratom** establishing a **civil protection financial instrument** (CPFI) sets up the financial framework to contribute to the effectiveness of the response to major emergencies, in particular in the context of the above mentioned Council Decision as well as to enhancing preventive and preparedness measures for all kinds of emergencies.

Furthermore, **Commission Decision No. 2007/277/EC, Euratom** of 29 December 2003 lays down the rules for the implementation of the Mechanism, defining its duties and the functioning of the various preparatory measures.. This Decision is amended by Commission Decision No. 2008/73/EC, Euratom (implementing rules on modules), which covers the main characteristics of civil protection modules such as their tasks, capacities, components as well as their deployment time and defines their appropriate degree of self-sufficiency and interoperability. These civil protection modules made of national resources from one or more Member States on a voluntary basis constitute a contribution for the civil protection rapid response capability.

More information on the legal basis can be found on the following web-site: <http://ec.europa.eu/environment/civil/index.htm>

2.2. GENERAL OBJECTIVES OF THE CALL FOR PROPOSALS

The general objective is to improve civil protection preparedness and response for emergencies throughout providing a testing environment and learning opportunity for all actors involved in civil protection assistance interventions under the Community Civil Protection Mechanism. The purpose of this call for proposals is to identify organisations / bodies from participating countries according to article 10 of Council Decision No. 2007/779/EC, Euratom¹, whose actions in the field of simulation exercises might be eligible for financial support from the Commission. This support will take the form of co-financing grants.

¹ Member States as of 01 January 2007 and Iceland, Lichtenstein and Norway

3. WHAT PROJECTS CAN BE CO-FINANCED?

3.1. DESCRIPTION OF THE PROJECTS

Simulation exercises organised at Community level are designed primarily as field tests aiming mainly at establishing a common understanding of the cooperation in civil protection assistance interventions and to improve the quality of the response in major emergencies.

These exercises can provide a learning opportunity for all actors involved in operations under the Mechanism and enhance operational cooperation between them. Contingency planning, decision making procedures, communication and public / media information as well as new policy procedures can also be tested and exercised during these events to get better prepared for similar real-life situations. Nonetheless, exercises can help supervisors identify further training needs for staff involved in operations, while lessons learnt workshops organised in parallel can serve as a forum to identify operational gaps to be improved.

The activities intended to be co-financed under this call for proposals are

- Full scale civil protection exercises with a command post part, involving intervention teams
- Full scale civil protection exercises with command post part, involving civil protection modules and/or technical assistance and support teams defined in the recast and in the implementing rules on modules
- Command post exercises

The exercises need to be based on the provisions set out in the legal basis mentioned under point 2.1.

National exercises that have already been planned are also welcome, provided that the elements of the Community Civil Protection Mechanism (i.e. request for international assistance, participation of intervention teams, civil protection modules, technical assistance and support teams and observers from other countries, etc.) are also implemented in the project, taking into account the above mentioned provisions and the provision on a sufficient European dimension.

3.2. OBJECTIVES OF THE PROJECTS

The scenario and the conduct of the simulation exercises must be elaborated in line with the following objectives. The projects are

- to verify and improve procedures, to establish a common understanding of the cooperation in civil protection assistance interventions and to accelerate the response in major emergencies
- to provide a learning opportunity for all actors involved in civil protection assistance interventions under the Community Civil Protection Mechanism
- to enhance operational cooperation between the participating countries' authorities and other actors, including improving the interoperability of intervention teams, civil protection modules, technical assistance and support teams and other means. This includes civil protection modules composed of resources of more than one Member State as well.
- to test the coordination of EU civil protection assistance in accordance with the provisions set out in the above mentioned legal basis
- to test the available or new early warning and communication systems and procedures to inform the public about emergency measures to be undertaken
- to test the intervention of the EU coordination/assessment team dispatched by the European Commission
- to test the reception of the incoming EU assistance and the allocation of the different tasks in coordination with the LEMA (Local Emergency Management Agency) and the OSOCC (On-Site Operation and Coordination Centre)

3.3. IMPLEMENTATION OF THE PROJECTS

3.3.1. Exercise scenarios

Any disaster / emergency scenario within the mandate of the Community Civil Protection Mechanism is eligible for co-financing.

The procedures of the Community Civil Protection Mechanism will have to be implemented during the exercise. Full scale civil protection exercises involving civil protection modules as defined in the above mentioned legal basis will be given priority (please refer to evaluation criterion (18) under chapter 7 of this Guide for further information).

3.3.2. Time frames

A full scale civil protection exercise shall last for at least 3 full days, including the workshop mentioned under point 3.3.6, while a command post exercise shall last at least 1 full day.

Time compression might be used between the consecutive events to be able to cover all major phases of the simulated interventions.

A timetable shall be presented for the whole duration of the project at the time of submission of the proposal. Additionally, a detailed, "hour-by-hour" schedule (script) shall be presented for the conduct of the exercise by at least 3 months before the planned dates of the exercise.

3.3.3. Participation

To ensure that the project has a sufficient European dimension, intervention teams from at least two participating states of the Mechanism, including the beneficiary, shall actively participate in the exercise. Commitment for participation in the exercise from the participating member states shall be submitted together with the proposal.²

The equipment of each intervention team brought to the site of the exercise shall not exceed 1 ton/team.

Experts that have attended the training courses of the Mechanism should have the option of receiving additional training during the exercise. With respect to this principle, EU coordination team(s) shall be dispatched via the Monitoring and Information Centre (MIC) to the exercise in line with the provisions for expert missions.

One observer per country participating in the Mechanism shall be invited to the exercise. They shall play an interactive role during the exercise, in order to contribute to the evaluation. Their role shall be clearly identified in the proposal.

Observers from any relevant national or international organizations can also be invited, but the costs of these participants will not be eligible for co-financing from the Commission.

VIP and media representatives can be invited to the exercise to ensure the visibility of the project.

² Please pay special attention to the European dimension under the Award Criteria (7.6.4)

3.3.4. Planning meetings

The beneficiary shall cooperate with a Core Group consisting of representatives of the member states participating with intervention teams or civil protection modules and/or technical assistance and support teams in the exercise.

At least two meetings must be organised with the Core Group according to the following:

A) The Kick-off meeting of the Core Group, held in Brussels, shall focus on the following issues:

- Presentation of the scenario and objectives of the exercise
- Time schedule and the script
- The site of the exercise and the plan of actions
- The role of participants

B) The second meeting of the Core Group, organised at the site of the exercise, must discuss the following topics:

- The implementation process of the exercise
- Finalization of the rules of coordination, communications, plan of actions and of the participants' role
- Finalization of the roles and programme of observers
- VIP's programme
- Involvement of the media
- Any other issues

3.3.5. Organization of the exercise

- Appropriate communication must be ensured during the conduct of the exercise, with special attention to language difficulties.
- The exercise can be arranged at any suitable **place**, for example on a dedicated exercise ground, etc.
- Practical arrangements shall be made for **receiving** the participating intervention teams and modules at the airport closest to the exercise area and/or the border crossing points.
- Average cafeteria **meals** shall be served three times daily in the field, including at least one hot meal per day. The catering must include sufficient beverages available 24/24 to avoid dehydration of participants, support personnel and actors, etc.
- **Accommodation**: beds in tents or buildings must be provided for all participants as well as single rooms for the observers.
- **Sanitary installations** equivalent to international standards must be set up in sufficient numbers in the field of the exercise.
- Arrangements for **medical** evacuation (MEDEVAC) and a dedicated medical **service** shall be offered during the exercise to cope with real emergencies.

3.3.6. Evaluation of the project and reporting

A 1-day **evaluation workshop** shall be organised on site following the last day of the exercise to take immediate benefit of the lessons learnt. The exercise shall be evaluated with due regard to the structure of the final report.

The **minutes** of the meetings of the Core Group shall be presented to the European Commission within 2 weeks of the meeting.

A **consolidated technical final report** shall be presented to the European Commission. This report shall be structured according to the following scheme:

1. Table of content	
2. Summary (1-2 pages)	
3. Presentation of the project	<ul style="list-style-type: none"> ▪ Main objectives of the project ▪ Time schedule of the project from the proposal to evaluation ▪ Institutions involved ▪ Short description of the scenario
4. Presentation of the exercise	<ul style="list-style-type: none"> ▪ The exercise area ▪ Time schedule of the exercise ▪ Teams, civil protection modules, technical support and assistance teams and other means involved
5. Evaluation of the exercise	<ul style="list-style-type: none"> ▪ Summaries of presentations (reduced sized copies of presentations may be annexed) ▪ Conclusions, lessons identified for improvements and recommendations regarding emergency preparedness, response and for training.
6. Evaluation of the project	<ul style="list-style-type: none"> ▪ Positive experiences ▪ Major problems encountered ▪ Lessons learnt and recommendations regarding project management and exercise preparation

3.3.7. Involvement of the competent national civil protection authorities

To ensure that the provisions of the Community Civil Protection Mechanism are fully respected, the competent national civil protection authorities will have to be involved in the project appropriately. (Please refer to point 5.5 and Form A8 of this Guide)



4. HOW MUCH WILL THE COMMISSION GRANT?

4.1. THE "NO DOUBLE FINANCING" RULE

Before presenting a proposal, applicants should check whether any co-financing has been obtained under other Community financial instruments. Projects or actions within projects that benefit or will benefit from financial support under other Community financial instruments are not eligible under this call for proposals.

If the applicant has requested funding for the same action under another Community instrument, it may be that, at the moment of submitting his/her proposal to this programme, the decision to grant the financing requested from the other Community instrument has not yet been taken by the authorities responsible for the implementation of these financial instruments (usually the Commission or national/regional authorities). If the proposal qualifies for selection, the Commission will verify if the financing has been granted in the meantime. At the same time, the applicant is obliged to inform the responsible Commission Service of any such financing as soon as it is confirmed. The final decision will only be taken once the Commission has verified that there will be no double financing.

4.2. MAXIMUM EUROPEAN CO-FUNDING

The indicative total budget available is **5.470.000 EUR**.

The maximum EC funding rate (percentage applied on the eligible costs according to the project budget) in the framework of this call for proposals is up to **75%** of eligible costs per proposal. Given the complementary nature of EU grants, at least 25% of the total project cost must be funded by other sources.

Furthermore, the EC contribution per project is limited to a maximum of **1.000.000 EUR**.

Projects should be developed and implemented within a maximum period of **24 months** (no minimum period).

4.3. PAYMENT SCHEDULE

Following the award of a grant and after the signatures of the grant agreement by both partners, the Commission will pay **60 %** of its contribution as a pre-financing payment. No further pre-financing or interim payment will be made. The final payment of **up to 40 %** of the EC contribution will be made after acceptance by the Commission of the final technical report and on the basis of the final financial statement and the eligible costs of the action/ project calculated by the Commission.

Please note that interest yielded from the (60 %) pre-financing payment must be declared in the final financial statement.

5. WHO CAN SUBMIT A PROPOSAL? WHO MAY PARTICIPATE?

5.1. PROJECT PARTICIPANTS AND EXERCISE PARTICIPANTS

A clear distinction is made between project participants and exercise participants.

A project participant is an entity who takes up some role in the implementation of the project. For further details on project participants, please refer to point 5.4 below.

Exercise participants only take part in the simulation exercise, but they do not contribute to the implementation of the project in any other way. Exercise participants can be intervention teams, modules, observers, etc.

5.2. GEOGRAPHICAL ELIGIBILITY FOR PROJECT PARTICIPANTS

This call is open to any applicant established in the following countries: one of the 27 EU Member States and the three EFTA/EEA countries (Iceland, Liechtenstein and Norway).³

Candidate Countries may participate in this call if they have signed a Memorandum of Understanding (MOU) with the Commission in the field of civil protection and contribute financially to the Commission's civil protection budget.⁴

In all other cases (candidate countries which do not fulfil the above mentioned criterion and third countries which do not have the 'candidate country status') participation in this call is possible if agreements between these countries and the Community so allow. The only possible roles (see paragraph 5.3) are that of co-financer or sub-contractor.

Q: Can projects include participants from third countries?

A: Only partners from eligible geographical areas can be formal partners and receive EC funding. However, experts from third countries may be invited to events within a project. Their travel and subsistence expenses can be covered if they are included in the project proposal and the accepted budget.

5.3. ELIGIBLE PROJECT PARTICIPANTS

This call is open to any legal person (public or private). Examples of applicants who can submit a proposal as long as no profit is generated by the project are: public sector bodies, public administrations, universities, international organisations, non-governmental organisations, commercial firms, etc.

5.4. ROLES AND RESPONSIBILITY OF PROJECT PARTICIPANTS

A proposal for a project under this Call for proposals can be presented by a sole entity/organisation, without involving any other project participant. However, proposals may envisage the collaboration of one or more participants in the partnership. According to the roles and obligations of the various players, projects may have up to four types of participants in their implementation and funding:

³ Subject to the entry into force of the relevant EEA Joint Committee decision. If, by the first of the month of the selection decision, the Joint decision has not entered into force, participants from these countries will not be co-funded and will not be taken into account with regard to the minimum size of partnerships (see chapter 2).

⁴ Subject to the entry into force of the Memorandum of Understanding. If, by the first of the month of the selection decision, the Memorandum has not entered into force, participants from the candidate country in question will not be co-funded and will not be taken into account with regard to the minimum size of partnerships

- coordinating beneficiary (applicant)
- associated beneficiary(s)
- co-financer(s) (other than the European Commission)
- sub-contractor(s)

Summary table: Roles of the different project participants involved

	Contractual relationship with the Commission	Financial involvement in the project	Cost to be covered by the EC financial contribution	Project steering committee participation	Project coordination
Coordinating Beneficiary	Yes	Yes	Yes	Yes	Yes
Associated Beneficiary	No	Yes	Yes	Yes	No
Sub-contractor	No	No	Yes ⁵	No	No
Co-financer	No	Yes	No	Yes	No

It should be stressed once more that an exercise project must involve **exercise participants**, i.e. intervention teams from at least two participating states of the Mechanism, including the beneficiary that shall actively participate in the exercise. A pure exercise participant is not considered as a project participant in the meaning of this chapter; and its costs for the participation in the exercise are borne by the coordinating or an associated beneficiary.

For a full description of the respective rules related to the coordinating beneficiary, associated beneficiaries, co-financers and subcontractors, please refer to Articles 3 to 8 of the Common Provisions applicable to Civil Protection projects, published together with this Call for proposals (see chapter 8).

5.4.1. Coordinating beneficiary

The applicant, i.e. the entity that has submitted the proposal to the Commission, will become the coordinating beneficiary of the grant agreement if the proposal is accepted for EC-funding.

The role of the coordinating beneficiary implies the sole legal and financial responsibility for the implementation of the project. It will be the single point of contact for the Commission and will also be the only beneficiary to report directly to the Commission on the project's technical and financial progress. It receives the Community financial contribution from the Commission and assures its distribution as specified in the partnership agreements established with the associated beneficiaries (if any).

The coordinating beneficiary shall be involved in the technical implementation of the project; it must bear part of the project costs and must thus contribute financially to the project budget. Therefore, it cannot be reimbursed for 100% of the costs that it incurs. Furthermore it cannot act, in the context of the project, as a sub-contractor to one of its associated beneficiaries.

5.4.2. Associated beneficiaries

An associated beneficiary shall contribute technically to the project and hence be responsible for the implementation of one or several project actions. It must contribute financially to the project but shall also benefit from the financial contribution from the Commission. It cannot act, in the context of the project, as a sub-contractor to the coordinating beneficiary or to other associated

⁵ Invoiced to the coordinating /associated beneficiary

beneficiaries. It shall do everything in his power to help the co-ordinating beneficiary fulfil its obligations under the grant agreement. In particular, it must provide the coordinating beneficiary with all the necessary documents and information (technical or financial) required for the reporting to the Commission.

The associated beneficiary, through the mandate (which is the completed and signed form A3) annexed to the grant agreement, grants power of attorney to the coordinating beneficiary, to act in his name and on his account in signing the grant agreement and its possible subsequent amendments with the Commission. Accordingly, the associated beneficiary mandates the coordinating beneficiary to take full legal responsibility for the implementation of the grant agreement.

The coordinating beneficiary shall conclude with each associated beneficiary a partnership agreement describing their technical and financial participation in the project. Such agreement shall be fully compatible with the grant agreement signed with the Commission, shall make a precise reference to the Common Provisions and shall have, as a minimum, the contents described in the guidelines on partnership agreements issued by the Commission (see chapter 8). The partnership agreement shall be signed by the coordinating beneficiary and the associated beneficiaries and notified to the Commission within three months from the starting date of the project.

5.4.3. Co-financer(s)

A project co-financier only contributes to the project with financial resources, has no technical responsibilities and cannot benefit from the Community financial contribution. Furthermore it cannot act, in the context of the project, as a sub-contractor to any of the projects beneficiaries.

5.4.4. Subcontractor(s)

For specific tasks of a fixed duration, a project may also foresee the use of sub-contractors. Sub-contractors cannot act as beneficiaries or vice-versa. Sub-contractors provide external services to the project beneficiaries who fully pay for the services provided.

5.5. THE COMPETENT NATIONAL CIVIL PROTECTION AUTHORITY

Before submitting their proposal to the Commission, applicants are requested to inform their competent national civil protection authority in order to ensure consistency between actions financed at Community level and national civil protection policies. Form A8 pertains to this requirement and MUST be submitted.

A list of national central civil protection structures in the Member States can be found on: http://ec.europa.eu/environment/civil/prote/cp10_en.htm.

6. WHERE AND WHEN TO SUBMIT A PROPOSAL?

6.1. DELIVERY

The proposal shall be sent in one single batch, by postal mail or private courier service, or they shall be delivered by hand to the following address:

By postal mail or private courier service	By hand delivery:
EUROPEAN COMMISSION DG Environment / Civil Protection Unit (ENV.A.3) CALL FOR PROPOSALS "SIMULATION EXERCISES" BU-9 2/170 B-1049 Brussels	EUROPEAN COMMISSION Central Mail Service DG Environment / Civil Protection Unit (ENV.A.3) CALL FOR PROPOSALS "SIMULATION EXERCISES" Avenue du Bourget 1 B-1140 Brussels

Please note that submission by fax or electronic mail will not be accepted.

Proposals submitted to the Commission remain property of the Commission and will not be returned.

6.2. PACKAGING

Each proposal must be submitted in **one original**, bearing original hand-written signatures where requested, and **two** identical, complete, hard (paper) **copies**, to the European Commission at the address specified under 6.1. An electronic version of the forms A, T and F (in format MS Word/EXCEL – e.g. on CD, memory stick or diskette, not as a PDF-file) must also be attached.

Proposals shall be sent to the Commission by **15 May 2008**. The complete proposal must be sent by letter, by private courier or delivered by hand by the set deadline to the address indicated above. The postmark, the date of collection by the courier or the acknowledgement of receipt dated and signed by the responsible Commission official will serve as proof of the date of submission of the proposal. Faxes, electronic mail, incomplete applications, or applications sent in several parts will not be accepted. Proposals sent by the fixed deadline but received by the Commission after **23 May 2008** (final receipt date) will not be considered eligible.

It is the duty of the proponent to ensure that the necessary precautions are taken to respect this deadline.

6.3. ACKNOWLEDGEMENT OF RECEIPT

It is very important that applicants contact the Commission if they have not received an acknowledgment of receipt of the proposal (Form A11) 14 days after the closing date of this call for proposals. (Please note that this form is optional, therefore if you have not submitted it, you will not receive an acknowledgement.)

IMPORTANT:

Any document sent to or received by the European Commission after the deadline will not be considered for selection purposes unless specifically requested by the Commission.

7. HOW ARE PROJECTS SELECTED?

7.1. INTRODUCTION AND INDICATIVE SCHEDULE

The Civil Protection Unit of Directorate General Environment is responsible for the evaluation procedure. A grant agreement is sent to each successful applicant.

The following schedule for selecting projects under this 2007 call for proposals is foreseen:

Indicative schedule for 2007	
DEADLINE FOR SENDING PROPOSALS	15/05/2008
DEADLINE FOR RECEIPT OF PROPOSALS	23/05/2008
NOTIFICATION SENT TO UNSUCCESSFUL APPLICANTS	2 nd Half 2008
DESPATCH OF GRANT AGREEMENTS AND CLOSURE OF THE CALL	2 nd Half 2008

In order to ensure fair treatment of the applications, the Commission will not respond to any requests for information regarding the eligibility or quality of proposals during the selection procedure.

The Commission reserves the right to contact applicants during the evaluation procedure in order to obtain additional information, documentation or clarifications on the content of the proposal, including technical and budgetary aspects.

7.2. GENERAL PRINCIPLES

Proposals must comply with the following principles:

- **Co-financing rule:** external co-financing from a source other than EU funds is required, either by the beneficiary's or partner's own resources or financial resources of third parties;
- **Non-profit rule:** the project may not have the purpose or effect of producing a profit for the partners;
- **Non-retroactivity rule:** expenditure eligible for financing must be incurred **after** the starting date stipulated in the grant agreement;
- **Non-cumulative rule:** only one single grant may be awarded for a specific action carried out by a given beneficiary.

The Commission will evaluate the proposals in the following order:

- (1) assessing the eligibility of the submitted proposals (=eligibility criteria);
- (2) assessing whether or not exclusion criteria apply (=exclusion criteria);
- (3) assessing the financial and technical viability of the proposals (=selection criteria) and;
- (4) evaluating the overall quality and interest of the proposals (=award criteria).

7.3. ELIGIBILITY CRITERIA

The Commission may consider an application as not eligible for one or more of the following reasons:

7.3.1. Formal eligibility

- A. **Project sent to or received by the European Commission *after the deadline mentioned in point 6.2.***
- B. **One or more copies are missing**
The number of copies submitted is less than that requested in the application file (i.e. one original and two copies) or an electronic copy of the proposal on CD, memory stick or diskette is missing.
- C. **Non-standard forms have been used**
This does not refer to changes in font, size and layout, but to modifications of the content of the forms as presented in this application file.
- D. **Forms are partly or completely hand-written**
This obviously does not refer to signatures! Concerning Forms A9 (Legal Entities Form) and A10 (Financial Identification Form), the links on Forms A9 and A10 lead to web applications that can be typed and printed.
- E. **Forms are missing**
All forms should be provided. If a specific form is not applicable in view of the project type/ content, please mark "N/A" on the form.
- F. **Mandatory annexes are missing**
Mandatory annexes that are required for all applications: (1) the most recent annual activity report of the applicant organisation (coordinating beneficiary); (2) a list of the members of the management or executive board (names, title or function within the coordinating beneficiary organisation); and (3) the curriculum vitae of all relevant professional staff of all organisations involved in the project. Thus, (3) is required for all relevant staff involved, both from the coordinating and the associated beneficiaries.

In addition to these annexes, private organisations acting as applicant (coordinating beneficiary) must submit: (1) a profit and loss account and the balance sheet of the last available accounting year; (2) an external audit report certifying the accounts of the last available financial year if the EC contribution exceeds € 500.000. (1) and (2) are obligatory for all private organisations; (3) the articles of association (only applicable to private companies) or the official registration certificate of association (only applicable to associations).

Mandatory annexes that are applicable according to the specific status of the applicant are the legal entity form and a copy of the VAT registration.
- G. **Forms are not signed**
Where required, the application forms should be completed with date and signature in such a way that the status and full name of the signatory are clearly identifiable.
- H. **The application is presented by a body acting as an intermediary for a third party.**
- I. **The application is presented by an entity with no legal status or by a natural person.**

7.3.2. Content related eligibility

- J. The proposal does **not relate to the context and the objectives specified** in this Call (see chapter 2 as well as points 3.1 and 3.2).
- K. The proposal does not **fulfil the applicable (minimum) requirements on the implementation** prescribed in chapter 3.3

7.4. EXCLUSION CRITERIA

A proposal will be excluded if the coordinating beneficiary or an associated beneficiary is in any of the situations mentioned below:

- 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 have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the Commission can justify;
- d) they have not fulfilled 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 those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Both the coordinating beneficiary and each associated beneficiary have to sign a declaration on oath that the company/ organisation mentioned acting as applicant in the proposal is not in any of the situations mentioned above (see point 1 of Forms A2 and A3). Omitting to sign and/or date these forms will result in the exclusion of the proposal. The Commission may request at any time further evidence for the correctness of that declaration.

7.5. SELECTION CRITERIA

The selection will be based on the coordinating and associated beneficiaries' financial, technical and legal capacity to complete the proposed project. If one of the selection criteria listed hereafter is not fulfilled, projects are declared not selected and are eliminated from the further evaluation process.

7.5.1. Financial capacity

A proposal is eliminated only if the evaluator has strong evidence that the coordinating beneficiary or one of its associated beneficiaries are not reliable from a financial point of view and/ or fall under any of the following situations:

- the coordinating beneficiary or an associated beneficiary is undergoing bankruptcy proceedings;

- the results of audits carried out by Community institutions in relation to the coordinating beneficiary or an associated beneficiary have clearly shown their inability to comply with the administrative rules regulating Community grants and in particular those applicable to this programme;
- the coordinating beneficiary or an associated beneficiary do not possess the financial capacity to cover their share of project costs/financing. For the financial capacity, the Commission checks in detail whether the coordinating beneficiary has stable and sufficient sources of finance to ensure the continuity of their host organisation throughout the project and to play a part in financing it.
- To that end, any coordinating beneficiary with a "private" status must include in the proposal their annual accounts for the last financial year (i.e. **balance sheet, profit and loss accounts**). In conformity with article 176 of the Commission Regulation (EC, Euratom n° 2342/2002 of 23 December 2002 - as last modified by Regulation 1248/2006 of 7 August 2006, laying down detailed rules for the implementation of the Financial Regulation), the verification of financial capacity will not be applied to public bodies.
- Where the requested EC contribution exceeds € 500.000, an **external audit report** produced by an approved auditor must be submitted. That report shall certify the accounts of the private applicant for the last financial year available.

7.5.2. Technical capacity

Coordinating and associated beneficiaries must show that they have the technical and management capacity to complete the project and the applicant organisation must demonstrate the capacity to manage a large-scale activity corresponding with the size of the project described in the proposal. In particular, the team responsible for the project must have adequate professional qualifications and experience. In order to assess this, the applicant must include in the proposal:

- the applicant organisation's most recent **annual activity report**;
- the **curriculum vitae of all relevant professional staff** of both the coordinating and associated beneficiaries involved in the project, preferably using the model provided by the following webpage:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

Applicants must be directly responsible for the preparation and management of the project, not acting as an intermediary. They must provide information about the capacity to provide the service and demonstrate their experience in working with other parties, in trans-national projects and in successfully completing the project according to plan.

A proposal is eliminated on the basis of this criterion if the evaluator has strong evidence that the coordinating beneficiary or one of its associated beneficiaries are not reliable from a technical point of view and fall under any of the following situations:

- The coordinating beneficiary or an associated beneficiary have demonstrated weaknesses and shortcomings in the technical performance in previous projects under this programme or other Community-financed projects and has given no proof that the necessary initiatives have been taken to avoid similar problems in the future.
- The coordinating beneficiary or an associated beneficiary have neither the experience nor the expertise necessary for a successful implementation of the project and does not, in his proposal, foresee one or more partners that have the necessary competence.

7.6. AWARD CRITERIA

At this stage the Commission will evaluate the overall quality and interest of all proposals that complied with the above mentioned criteria. The Commission reserves the right to contact the applicant during this phase in order to obtain additional information or clarification on the contents of the proposal, including technical and budgetary aspects.

The proposal submitted will demonstrate a sound understanding of the subject and the way in which the action will further the objectives described in one of the published themes. The grants will be awarded with a view to the successful completion of those projects deemed the most suitable.

To this end, the following award criteria will be applied:

7.6.1. Understanding (30 points)

This criterion serves to assess whether the applicant has fully understood the objectives and the nature of the project as well as of the proposed end product.

The following sub-criteria will be applied (5 points each):

- (1) The consistency and coherence of the proposal with the objectives of the expected project: is there a clear link between the objectives of the proposal and the expected result?
- (2) Understanding the nature of the project: does the proposal show that the applicant has fully understood the nature of the project and the nature of the end product with respect to the conditions set out under chapter 3?
- (3) The clarity of the proposal: does the proposal clearly cover all issues involved? Are all the procedures of the Mechanism respected?
- (4) The clarity of finances: are costs and contributions clearly and correctly listed in the proposal?
- (5) The overall quality of the proposal: are the actions to be undertaken clearly explained and properly described?
- (6) Clear link between the different activities and the budget

7.6.2. Methodology (20 points)

This criterion serves to assess whether the proposed methods are suited for proper project implementation and for achieving the objectives and the expected result.

The following sub-criteria will be applied (5 points each):

- (7) Organisation: is the project management well organised?
- (8) Means for implementation: are the necessary means (equipment, personnel, etc.) proposed for the correct implementation?
- (9) Time schedule: Is the time planning realistic?
- (10) Constraints and quality control measures: are the potential difficulties and constraints assessed and has sufficient preparation been undertaken to pre-empt these? Are there measures proposed for evaluation for the whole duration of the lifetime of the project?

7.6.3. Cost effectiveness (20 points)

This criterion serves to assess whether the proposed budget is suited for proper project implementation and for the expected result.

The following sub-criteria will be applied (5 points each):

- (11) Rationality: is the proposed budget well structured and rational?
- (12) Coherency: is the budget justified and are costs adequate to the actions and means proposed?
- (13) Good value for money: is the proposed budget economically advantageous with respect to the quality of the end result and the European dimension?
- (14) Respect of limits: is the EC financing rate requested within the limits for this programme? Are the overheads within the maximum allowed of 7% of the total eligible direct costs?

7.6.4. European dimension (30 points)

This criterion serves to assess whether the proposed projects has a proper European dimension, i.e. the expected result could serve the interest of the majority of the countries participating in the community civil protection Mechanism.

The following sub-criteria will be applied

- (15) Participation: does the proposed project foresee enough participating intervention teams and experts in order to achieve its described objectives? Is the participation of countries geographically well balanced? (5 points)
- (16) Total number of countries committed to participate (20 points)
- (17) Dissemination of results: how does the project proposal provide for disseminating the results for the benefit of all participating countries of the Mechanism? (5 points)

7.6.5. Acknowledgment of priority (20 points)

- (18) Those projects proposals that foresee full scale civil protection exercises involving civil protection modules and/or technical assistance and support teams as defined in the above mentioned legal basis will be given priority by receiving additional 20 points during the evaluation process. For this to achieve, the proposal will have to demonstrate clearly and concisely the added value the project could give to the modular concept and also the methods of how the modules will be involved in the exercise.

7.7. **AWARDING THE GRANT**

7.7.1. Conclusion of the evaluation process

The list of pre-selected proposals will be established on the basis of the above mentioned criteria.

The evaluation of proposals will be processed along the following consecutive steps:

1. Only those proposals complying with all eligibility criteria (7.3) will be further assessed.
2. A proposal will be excluded if the applicant is proved to be in any of the situations mentioned under the exclusion criteria (7.4)
3. If one of the selection criteria (7.5) is not fulfilled, projects are declared not to be selected and will be eliminated from the further evaluation process.

4. For the assessment of the award criteria (7.6) relating to the technical and financial value of the proposal, a point system of max. 120 points is set up. This point system is as follows:
 - i. For each sub-criterion, with the exception of sub-criterion (16) and (18), a score from 1 to 5 will be given to each proposal, corresponding to the following ratings: unsatisfactory = 1, poor = 2, average = 3, good = 4 and excellent = 5. A score of 1 will be eliminatory at this stage.
 - ii. For the sub-criterion (16) examining the total number of committed participating countries, a maximum of 20 points can be given. The points will be allocated according to the number of committed participating countries, not including the beneficiary. The corresponding rates are as follows: one country = 4 points, two countries = 8 points, three countries = 12 points, four countries = 16 points, five or more countries = 20 points.
 - iii. For sub-criterion (18) examining whether the modular concept is taken into account in the proposal, a maximum of 20 points can be given. The points will be allocated according to the following considerations: 20 points = involvement of the modular concept demonstrated clearly and concisely in the proposal; 10 points = involvement of modules foreseen in the project, but no clear and concise explanation is given in the proposal; 0 points = the modular concept is not taken into account in the proposal.
 - iv. All proposals that have passed the eligibility, exclusion and selection criteria will be assessed according to this point system. To reach the technical sufficiency level, proposals need to score a minimum total of 72 points (60%), with no score of 1 for the sub-criteria mentioned under point i).
 - v. In case the total value of all the pre-selected technically sufficient projects exceeds the total indicative budget available (4.2), the proposals will be ranked according to the total points given to them. The Evaluation Committee will propose that the authorising officer select those with higher marks only.

7.7.2. The award decision

Once all this work is completed, the authorising officer responsible shall take the final decision on the project to be financed including the respective maximum financial amount and the rate of co-financing granted. Please note that the Commission reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested in the proposal.

At this stage a financial commitment will be prepared. Once the commitment is validated a grant agreement will be sent to the successful applicants (beneficiaries) to be signed and returned to the Commission. The grant agreement will come into force only once both parties have signed it.

7.7.3. Rejected proposals

To finalise the process, the Commission will officially inform each unsuccessful applicant. A note will be sent after the Commission decision.

Projects that have not been financed will not be retained for the next round. If an unsuccessful applicant wishes to apply for the next round, it must present the proposal again when that round opens.

8. HOW TO PREPARE AND DRAFT A PROPOSAL?

8.1. GENERAL GUIDELINES & ISSUES TO BE COVERED

Only carefully prepared proposals will be considered for financing. In summary:

- The first phase, preliminary to the formulation of the project, should consist of identifying **the issue to be addressed**.
- Once this is done, the **objective** of the project must be set. This should directly address the problems identified and should be precise and clearly set out.
- The next step is to identify the **results** or 'end products' of the project which are to be achieved to meet the objective. The result must take into consideration the relevant conditions. Wherever possible these should be set out in quantifiable terms.
- Next, consider which **actions** are needed to obtain these results. For each one clearly identify how, where and when it will be undertaken, who will do it and how much it will cost. Any action which does not contribute directly to the objective must be discarded.
- Carefully plan how the project will be **organised and managed**, who is responsible for carrying out which actions, who reports to whom and which management structure is necessary. A timetable for the implementation of the proposal is considered obligatory.
- Make sure the **budget** is coherent with the actions proposed and that financial resources will be available when needed.
- Consider, at each stage of writing the application, which **assumptions** you are making. Outside factors, especially socio-economic ones such as authorisation of measures by public authorities, support from local interest groups potentially affected by the project etc...are essential for the success of the project and should be fully described, as should any potential difficulties that might arise.
- Establish how the planned actions and expected results can be verified (**indicators and reference sources**) and list these in the application form T3b. This will make it possible to monitor the project.
- Finally, a simple procedure must be foreseen to evaluate the results in relation to the initial objective, both during and at the end of the project.
- Useful lessons which could be passed on to other projects should be identified. Conversely, the experience of similar projects should be used during the preparation of projects.

A proposal which is vague, insufficiently negotiated between partners and includes foreseeable difficulties that have not been appropriately taken into account has little chance of being considered for funding at Community level. A proposal should be a realistic project and not merely a declaration of intent.

Before starting to complete the forms read carefully the model Grant Agreement and its annexes (They can be downloaded from the following website: <http://ec.europa.eu/environment/civil/index.htm>)

8.2. FORMAL REQUIREMENTS FOR APPLICATIONS

It is essential that each proposal be submitted in **one original and two identical and separate** copies. Please, make sure the original is clearly identified as such on the front page and contains all forms to be signed bearing the original signatures. An electronic version (e.g. on CD, memory stick or diskette) of the proposal forms A, T and F (in format MS Word/EXCEL, not as a PDF-file) must also be provided at the same time.

In order to facilitate the selection and reproduction of documents, please provide applications **typed on A4 format** and assembled in **a binder or A4 plastic folder with two holes**. Please do

not use vinyl envelopes for each page or expensive folders. A simple two holes binding system suffices.

If a form needs to be duplicated, please number each new form page sequentially (example Form A4/1, A4/2 etc.).

Any other documentation that you consider relevant (photographs, etc.) should be put in a **separate A4 file**, attached to the original and each of the paper copies of the proposal. Please note that this documentation may in no way replace the information you should include in the application forms. Application forms should contain all the details necessary to carry out the evaluation without needing to refer to other documents, with the exception of the mandatory annexes.

Please indicate dates using the format day/month/year.

8.3. OBLIGATORY DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Obligatory documents are required, in order for the Commission to assess the financial and technical viability of the applicant. The obligatory documents vary, depending on the legal status of the applicant.

The following table summarizes the necessary obligatory documents:

The following documents are required **only for the applicant (coordinating beneficiary), and not for associated beneficiaries, co-financers or subcontractors.**

Only the Curricula Vitae are required for both applicant and associated beneficiaries.

All applicants	Public entities	Private entities
Legal Entities Form (A9)		
Annual Activity report		
	List of the Members of the administration	List of the Member of the Executive Board
Curriculum Vitae of all relevant professional staff involved in the project (applicant and associated beneficiaries)		
		Articles of association (if applicable)
		Official Statute
		Copy of Certificate of Legal Registration
		Copy of VAT registration
		Balance sheet and the profit and loss account of the last financial year AND Form F9 If requested EC-contribution exceeds € 500.000, external audit report for last financial year available

(1) Legal entities form

Form A9 shows an example for the Legal Entities forms which are available on the website:

http://europa.eu.int/comm/budget/execution/legal_entities_en.htm

The legal entity form should be accompanied by a copy of the following supporting documents: resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity.

ATTENTION: An applicant already registered as a Legal Entity within the Commission register only needs to submit the completed and signed form A9 itself, thus without supporting documents. This is typically the case when the applicant has directly benefited from EC-funding (as a beneficiary of grant agreements or decisions, or as a contractor for service/ study or other market contracts) still ongoing or with a final payment not before 2004. In this case, please provide clear grant agreement/ contract reference(s) of the recent EC-funding and the Commission service(s) responsible.

(2) The annual activity report

The annual activity report required is the one for the previous completed accounting period.

(3) List of the members of the members of the administration or executive board

Depending on the legal nature, a list of the members of the members of the administration (public applicant) or executive board (private applicant) is needed. The list should include names, title or function within the applicant organisation.

(4) Curricula vitae of staff involved in the project

The application for co funding should be accompanied by the curriculum vitae of all relevant professional staff of all organisations involved in the project. This is required for all relevant staff involved, both from the coordinating and the associated beneficiaries.

(5) Articles of association of the applicant

Private applicants with the legal status of an association should include the articles of association.

(6) Official statute and a copy of the certificate of legal registration

Private applicants should include an official statute and a copy of the certificate of legal registration.

(7) Copy of the VAT registration

Private applicants should include a copy of the VAT registration. If it is not applicable, please provide an explanation why, preferably certified by the VAT authorities.

(8) Balance sheet and profit and loss account

Private applicants must submit the balance sheet and the profit and loss account of the last financial year for which the accounts have been closed. NB: In addition to the submission of these documents, application form F9 must be completed and submitted.

(9) External audit report

Where the requested EC contribution exceeds € 500.000, an external audit report produced by an approved auditor must be submitted. That report shall certify the accounts of the private applicant for the last financial year available.

8.4. SPECIFIC REQUIREMENTS FOR PUBLIC ENTITIES

Those applicant organisations that declare their status as public must comply with all the following criteria:

- a. The organisation has been created by a public authority or is officially recognised as an organisation of public interest. Note the 'public interest' must be explicitly mentioned in the relevant legal or administrative act/s.
- b. The internal procedures and accounts are submitted to control by a public authority (on a day to day basis).
- c. The organisation is financed totally or to a large extent (i.e. more than 50%) by public sources.
- d. In the event that the organisation stops its activities, all rights and obligations including financial, will be transferred to a public authority.

This means that only central, regional and local public authorities and the structures that act on their behalf and under their full responsibility may be considered as public.

In the event that your organisation does not comply with any of the criteria mentioned above then it should be declared a private structure and should provide the documents requested from private organisations.

Please note that proof may be requested at a later stage. Failure to deliver sufficient evidence will lead to a re-classification from public to private.

International organisations referred to are as follows:

- a. international public-sector organisations set up by intergovernmental agreements and specialised agencies set up by such organisations
- b. the International Committee of the Red Cross (ICRC)
- c. the International Federation of National Red Cross and Red Crescent Societies

8.5. SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM

The application form consists of two parts which you have to download from our website http://europa.eu.int/comm/environment/funding/intro_en.htm. The application form provides information on administrative and technical aspects of the applicant and partners as well as financial information on the project.

Part 1 concerns the administrative and technical part of the project proposal (Forms A and T);

Part 2 concerns the financial part of the proposal (Forms F).

The Commission will only evaluate those applications which were submitted using these forms, duly completed and accompanied by all required supporting documents.

- Please use the forms specific to this Call for Proposals and not of previous Calls!
- Furthermore, if a form needs to be duplicated, please number each new form page sequentially (example Form A6/1, A6/2 etc.).
- Finally, please indicate dates using the format **year/month/date**.

8.5.1. Part 1: Forms A and T

The administrative and technical part of the application file consists of 2 sections A and T available for download as a Word file under:

http://europa.eu.int/comm/environment/funding/intro_en.htm

a. Form A1

The title must not exceed 60 characters.

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 agreement is signed. In such cases, expenditures eligible for financing may not have been incurred prior to the date of submission of the grant application. Only costs incurred during the lifespan of the project may be considered eligible. Thus start and end date should be established with great care.

b. Form A2 and A3

Point 1: please check that the coordinating/ associated beneficiary does not fall into any of the situations listed in articles 93.1 and 94 of the Financial Regulation (EC) 1605/2002; see chapter 6.4 or use reference: http://www.cc.cec/budg/leg/finreg/leg-020_finreg_en.html

Financial contribution of the coordinating/ associated beneficiary: The amounts indicated here must be identical with the amounts indicated in the financial forms **F0** and **F1**. This amount must be greater than 0€ and cannot include any funding specifically obtained for the project from other public or private sources (this is co-financing).

Please note that the Commission may at any time request further evidence for the correctness of the statements made in this form.

Signature: The form must be **signed and dated**.

c. Notes common to Forms A4 and A5

- **Short Name:** The short name chosen by the participant for this project. This should not be more than 25 characters.
- **Country Code:** Use the relevant postal country code.
- **Coordinating/ associated beneficiary's reference:** participant reference should be consistent with that given in form A1.
- **Coordinating/ associated beneficiary's Legal Name:** The legal name is the name under which the participant(s) is registered in the official trade registers (if applicable).
- **Legal Status:** Choose one of the following: Private, Public or International organisation. See chapter 4.
- **International organisations referred to** are listed in chapter 7.5, last paragraph.
- **Value Added Tax (VAT) number:** If applicable, provide the organisation's VAT number in the VAT register.
- **Legal Registration Number:** If applicable, please provide the organisation's legal national registration number or code in the legal trade register, e.g. the Chambers of Commerce register or the business register.
- **Title:** Title commonly used in correspondence with the person in charge of proposal co-ordination. Example: Mr., Mrs., Ir., Dr., Prof.
- **Function:** State the function of the person in charge of proposal co-ordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.
- **Department / Service Name:** Name of the department and/or service in the organisation, co-ordinating the proposal and for which the contact person is working.

The address details given in the fields that follow must be for the department / service and not the legal address of the organisation.

- **Number of employees:** To be provided by the beneficiary and all associated beneficiaries. The figures should relate to the legal organisation as a whole - not only to the department carrying out the work. The contribution of part-time staff should be accounted for as the equivalent number of full-time staff – i.e. as full-time equivalents.
- **Number of employees in the department carrying out the project:** To be provided by the beneficiary and the associated beneficiaries. The figures should be for the department carrying out the work. The contribution of part-time staff should be accounted for as the equivalent number of full-time staff, i.e. as full-time equivalents. If not applicable, please write “N/A”.
- **Is your organisation independent (for private organisations only)?** Is 25% or more of the capital or the voting rights owned by one enterprise or jointly by several enterprises?
- **Owner (for private organisations only):** Please provide the legal name(s) of the organisation(s) or person(s) having a controlling stake of 25% or more in the organisation.
- **Affiliation (for private organisations only):** An organisation is affiliated to another organisation if:
 - it is under the same direct or indirect control as another organisation, or
 - it directly or indirectly controls another organisation, or
 - it is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if A, directly or indirectly, holds more than 50% of the share capital of B, or if A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, or if A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding of a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling stake.

Yes – Affiliated (for private commercial bodies only): Please provide the participant short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

(D): Direct control;

(I): Indirect control.

If the affiliate is intended to be a sub-contractor, then add (S) and the short name of the sub-contractor.

- **Brief description of the structure and the activities:** Please describe the organisation of the coordinating/ associated beneficiary, its legal status, its activities and expertise. The description should enable the Commission to evaluate the operational and technical reliability, i.e. to check whether they have the experience and expertise necessary to ensure a successful implementation of the project.

For non-profit organisations, please provide the key elements that prove that the organisation is recognised as such.

d. Form A5 only

Annual turnover: To be provided by all non-public associated beneficiaries for which this type of information is available. If not applicable, please write “**N/A**”. Information from the last financial year should be used. The amount (to be denominated in Euro) should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work.

Last financial year: Provide the year for which the figures in this section are provided, e.g. ‘2007’.

e. Form A6

If the project foresees co-financers, other than the European Commission, this form becomes compulsory. Complete one form per co-financer (A6/1, A6/2, A6/3, etc.). Always give amounts in Euro (€). Remember that the amounts in the form(s) A6 must be consistent with the amounts indicated in the financial forms F0 and F1.

f. Form A7

For any of the three questions that do not apply, please reply: '**NO**'.

Applicants frequently underestimate the importance of this form. The Commission pays particular attention to the fact that certain actions may and should be financed through other EU financial instruments. The limited resources of this programme should be used in the most efficient way and overlaps with other EU financial instruments should be avoided. Applicants should check this possibility before submitting a request for co-financing. Only if sufficient information is given to demonstrate that the application is directed at the most appropriate EU financial instruments and/or that the actions proposed are/would not be eligible under such schemes, will the Commission consider the actions proposed for financing.

g. Form A8

Applicants **MUST** have their national central civil protection authority fill in this form. Empty forms are considered as a not endorsement of the national central civil protection authorities.

The list of national central civil protection authorities can be consulted at the following web address:

http://ec.europa.eu/environment/civil/prote/cp10_en.htm

h. Form A9

Complete this form carefully! Please note that the form on this page is only an example. The form specifically adapted to the legal status of the Coordinating Beneficiary as well as to the country/ language is available on the link indicated on the form. The link leads to a web application that can be typed and printed.

i. Form A10

Complete this form carefully! Please note that the form on this page is only an example. The form specifically adapted to the country/ language of the bank account is available on the indicated link. The link leads to a web application that can be typed and printed. The bank stamp and signature of its representative are not required if the form is accompanied by a copy of a recent bank statement (not older than 3 months before submission of the grant application). The signature of the account holder is obligatory in all cases.

Important! The account should be opened in the name of the applicant organisation.

j. Form A11

As soon as your proposal is received, the Commission will complete and return this form to you by email or fax, depending on which field you have filled in. This receipt does not entail any judgment on the eligibility of your proposal, but only confirms that the application has been received by the Commission. If you have not received it within 14 days after the final receipt date, please contact the Commission at the email address mentioned in the preface

k. Form T1

The summary is an important element of your proposal. It can be used for information purposes within the Commission. It may subsequently serve for communication purposes.

l. Form T2

This form should provide a clear overview of all **tasks** involved in the project with their start and end dates, actions and deliverables (**we recommend limiting the number of tasks to 10**). The tasks ID should be listed using capital letters from "A" onwards.

m. Form T3a and T3b

It is important to break down the tasks to a level that allows the Commission to assess the maturity of the project in terms of planning and preparation. You should avoid a description that is too general. The breakdown should allow the Commission to monitor progress during implementation.

Form T3a:

The task breakdown should list the actions and each participant's responsibilities, as well as the expected result. Use one T3a per task. The budgetary breakdown per task and action is requested in the financial forms F2a and F2b.

- For each task, specify the following:
 - Task A.1:
 - Name of Task:
 - Description (what, how and where): Task breakdown
 - Reasons why it is necessary:
 - Who is responsible for implementing it: give breakdown
- Expected results (quantitative information when possible): define targets. The targets should, as far as possible, be measurable both during the implementation phase and after completion of the tasks.
- Constraints: list potential constraints and how you would intend overcoming them.

Form T3b:

- Give deliverables in T3b - Each significant element of the project should conclude with a deliverable which is the concrete output and evidence of the work.
- Deliverables should be limited in number, and be specific and verifiable.
- Deliverables should be described in clear words explaining what can be expected in terms of content and detail. A deliverable may be a report, or actions such as an **exercise** or training, the organisation of a conference with the production of related proceedings, the publication of a book, the completion of manual of a work procedure, software, video's, etc.

- **Two tasks are compulsory:**

- (1) Task management and reporting to the EC:

Describe how the project will be organised. Include a brief but clear organisation chart of the technical and administrative staff involved (who, how many, main tasks?). Also indicate how project monitoring and feedback will be organised (evaluation sheets distributed to participants to seminars). For reporting requirements refer to the model Grant Agreement. Applicants are required to include in their budget proposal the (travel, accommodation and subsistence) costs for the meetings specified in chapter 3.3.4. For each meeting, the costs should be budgeted for no more than two persons per organisation, unless appropriate reasons for the attendance of more persons can be given.

- (2) Task dissemination

Describe how the project will disseminate its results. Possible dissemination strategies are:

- ✓ **Media work.**
- ✓ **Organisation of events for the community or for visitors:** e.g. public information meetings, meetings with interest groups, guided visits, etc... Describe exactly what is planned and who the target audience is.
- ✓ **Workshops, seminars, conferences:** If beneficiary/associated beneficiaries are attending, specify which (if known already). If the beneficiary/associated beneficiaries are organising the event, describe exactly what the topic will be, how it contributes to the objectives, who will be invited (note that the Commission must be invited and, whenever possible, beneficiaries implementing or having implemented similar projects ought to be invited in order to foster networking). Finally, describe the output of each event and how it will be disseminated.
- ✓ **Production of brochures, films, etc.** Specify exactly what is planned (subject matter, number of copies, distribution to whom). The target audience should be precisely defined and justified. Note that all such material must bear a clear reference to the Community's financial support in order to be considered eligible for reimbursement and that one copy of each product must be annexed to the progress/interim report or final report.
- ✓ **Technical publications on the project:** If already known, indicate in which journal these are to be published. Such publications must acknowledge the Community's financial support.
- ✓ For **on-site related projects** the beneficiary is required to install and maintain notice boards describing the project at strategic places accessible to the public. The EU logo should always appear on them.
- ✓ The beneficiary is required to show the main project results (e.g. summary and detailed activity reports, etc.) on newly-created or existing **websites**. The relevant INTERNET web address should be included in the project reports.
- ✓ The beneficiary is required to produce a **layman's report** on paper and in electronic format at the end of the project. It must be 5-10 pages long and presented in English and in the language of the beneficiary (optional). Please ensure before printing that the Commission has approved the report.
- ✓ **Please, take particular care in choosing the technologies, consumables and equipment necessary for the production of awareness-raising material. Environmentally-friendly products/technologies should be favoured.**

n) Form T4

Describe how the project will be continued after the end of the Community co-funding, what actions are required to consolidate the results and what mechanisms will be put in place to ensure that this will be done.

Indicate what will become of the personnel assigned to the project. Clarify the future use of durable goods.

When planning your proposal, consider carefully how you will ensure that project results are eventually implemented and/or used. You should also consider whether it is opportune to include in your projects any action you deem necessary to remove obstacles that may stop your results from being implemented and/or used.

8.5.2. Part 2: Forms F

The financial section consists of 11 forms. It is available for download as an Excel file under:

<http://ec.europa.eu/environment/civil/index.htm>

All forms should be completed, printed out and inserted into the application. The cells marked in yellow contain formulas and therefore should not be completed.

General

The Community contribution will be calculated on the basis of eligible costs. For information on the different cost categories and on ineligible costs, please refer to Articles 24 and 25 of the Common Provisions of the Grant Agreement (see chapter 9).

Internal invoicing (i.e. costs which result from transactions between departments of a beneficiary) is not allowed, unless it is possible to prove that such transactions represent the best value for money and exclude all elements of profit, VAT and overheads.

All amounts, where applicable, should be exclusive of VAT, unless the coordinating/ associated beneficiaries are unable to recover VAT. In that case the amount should be inclusive of VAT. All costs should be in Euro (€) and the amounts rounded to the nearest whole Euro (€).

a. Form F0 – Provisional budget

The form is filled in automatically, based on the data provided in forms F1, F3 to F8, except for

- **Indirect costs/overheads:** Please specify the amount requested. Overheads are eligible as a flat rate up to a maximum of 7% of the total direct eligible costs.
- **Requested EC contribution:** Please specify the amount of financial contribution requested from the European Commission.

b. Form F1 – Project funding breakdown

This form describes the funding of the project by the beneficiaries and/or co-financier(s), as well as the EC contribution requested per beneficiary.

- **Beneficiary N°:** Please use the number given in the Beneficiary profiles in the forms **A4** and **A5**.
- **Beneficiaries' short name:** As in the forms **A4** and **A5**.
- **Total costs of the actions in €:** Indicate the total costs of the actions undertaken by the beneficiaries as in the forms **A2** and **A3**.
- **Coordinating beneficiary contribution:** specify the amount of financial contribution provided by the coordinating beneficiary, as indicated in form **A2**. This amount cannot include contributions by co-financers (form A6).

- **Associated beneficiary contribution:** Indicate the financial contribution from each associated beneficiary, as indicated in form **A3**. This amount cannot include contributions by co-financers (form A6).
- **Amount of EC contribution requested:** Specify the amount of financial Community contribution requested by the coordinating beneficiary and each of the associated beneficiaries.
- **Co-financier name:** As in the Co-Financier profile and commitment forms **A6**.
- **Amount of co-financing in €:** Indicate the financial contribution of each co-financier as in forms **A6**.

c. Form F2 (a and b):

For every task described in the technical forms T2 and T3, please provide a detailed breakdown of costs per cost category in form **F2a**. In form **F2b**, please provide an overview of the costs per action, without breakdown into the different cost categories.

Particular attention should be given to the coherence of the presented costs. In particular, please make sure that totals for each cost category are the same as those calculated in forms **F3 to F7**.

Depending on the number of tasks or actions, rows may have to be added on these tables. Information should be consistent with the contents of the technical forms not applicable.

d. Notes common to Forms F3 to F7

It is required for all reported budget items to provide a "reference to the Task ID / Action" according to the technical form T3a. Should a budget item refer to more than one Task ID/ Action, please indicate each one of them.

e. Form F3 – Personnel costs (only direct costs)

- **General** In conformity with article 172a (2e) of Commission Regulation (EC, Euratom No 2342/2002 of 23 December 2002 - as amended by Commission Regulation (EC) No 1248/2006 of 7 August 2006, laying down detailed rules for the implementation of the Financial Regulation), the salary costs of civil servants may be considered only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.
- In order to be able to consider the staff expenditure of "public" beneficiaries as eligible costs, the staff in question must be specifically employed for the project or seconded to it; and the costs must represent an additional cost with respect to existing permanent staff. Therefore, their contracts/ personnel files must show that the individuals concerned have been working for x weeks/months on the project.
- **Type of contract:** Please indicate the exact legal name of the type of contract (permanent staff, temporary, etc.). Service contracts with individuals may be charged to this category on the condition that the individual concerned works in the coordinating/ associated beneficiary's premises and under its supervision and provided that such practice complies with the relevant national legislation. The time that each individual spends working on the project shall be recorded using time-sheets drawn up and certified by the beneficiary/partner.
- **Category:** Please identify each category or grade in a clear and unambiguous manner to enable the European Commission to monitor the labour resources allocated to the project, analyse cost claims and carry out audits. Examples of staff categories are: project manager, senior engineer, technician/worker, etc. Where known, please indicate the name of the person. In this case you should use one line per person.

- **Annual gross salary:** Please indicate the gross salary or wages plus obligatory social charges but excluding any other costs. The salary for a category may be based on indicative average rates if they fairly reflect the grades working on the project. In either case, the average must reasonably reflect the personnel cost of the project. Please remember that, should your proposal be financed by the Commission, only the real costs (e.g. actual salaries) will be considered as eligible costs of the project.
- **Daily rate:** The daily rate should be calculated on the basis of the annual number of working days according to national legislation, collective agreements, employment contracts, etc. An example for determining the total productive days per year could be as follows (provided what is established in the appropriate legislation):

Days/year	365 days
Less 52 weekends	104 days
Less annual holidays	25 days
Less statutory holidays	11 days
= Total productive days	<u>225 days</u>

The **number of working days assigned to the project** reflects the number of days needed to carry out the project.

If temporary staff is employed, the methodology set out above may not be applicable. In this case, the methodology should be explained and the possible detail on the calculation of the budgeted costs should be provided in the form.

f. Form F4 – Travel and subsistence costs

You may use more than one line to describe the reason for travel or destination, if necessary, but costs may be presented collectively: e.g. for the total of all technical co-ordination meetings. Clear descriptions should always be given. Please indicate whether the persons travelling are personnel of the applicant / partner(s), or other persons (e.g. members of a steering committee, experts, people taking part in exercises etc.).

- **Journey:** Specify the country and city of origin and destination, if already known. If applicable, for repeated visits to the project area, write 'project area'.
- **Reason for travel:** Specify the reason for travel. Examples: 'dissemination event', 'technical co-ordination meeting', 'project area visit'.
- **Travel unit costs:** Travel costs shall be charged in accordance with the internal rules of the coordinating/ associated beneficiary. If there is no such rule, the costs must not exceed the scales approved annually by the Commission (see chapter 8). Coordinating and associated beneficiaries should endeavour to travel in the most economical and environmentally friendly way. Please indicate travel unit costs. For this purpose you may also refer to data from previous experience or to quotes from a travel agent.
- **Subsistence costs:** They cover hotel costs, meals, sundry expenses, local transport etc. and should be applied according to the internal rules of the coordinating / associated beneficiary.
- **Important: Subscription fees for conferences or events should be declared under "Other direct costs".**

g. Form F5 – Equipment costs

- **Supplier/ procedure:** Specify the legal name of the supplier (if already known). Specify the procedure followed or planned for selecting the supplier, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Sub-contracts by a "public" beneficiary must be awarded in accordance with the applicable rules on public tendering and in conformity with Community Directives on public tendering procedures.
- The "private" coordinating/ associated beneficiary shall invite competitive tenders from potential sub-contractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment of potential sub-contractors and shall take care to avoid any conflicts of interest.
- **Description:** Give a clear description of each item, e.g. 'computer', 'database software', etc.
- **Purchase Costs:** Indicate the full cost of the equipment. Do not apply any depreciation.
- **Depreciation rate:** The coordinating/ associated beneficiary shall apply its internal accounting standards to calculate the rate of depreciation applicable for each item. To do this they shall take into account the date of purchase, the duration of the project and the rate of actual use for the purposes of the project. Only depreciation costs for equipment purchased during the lifespan of the project can be recorded in this category.

h. Form F6 – Sub-contracting / external assistance costs

You may use more than one line for the description of the sub-contract, if necessary. A clear description of the service should be given.

- **Provider / procedure:** Specify the legal name of the service provider (if already known). Specify the procedure followed or planned to sub-contract to the provider, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Sub-contracts by a "public" coordinating/ associated beneficiary must be awarded in accordance with the applicable rules on public tendering and in conformity with Community Directives on public tendering procedures.

The "private" coordinating/ associated beneficiary shall invite competitive tenders from potential sub-contractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment of potential sub-contractors and shall take care to avoid any conflicts of interest.
- **Description:** Give a clear description of the subject of the sub-contract/ service to be provided. For example: 'conducting of impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc.
- Costs related to the **purchase or leasing** (as opposed to renting) **of equipment**, supplied under sub-contracts are not to be charged to the budget heading for sub-contracting/ external assistance. These costs should be declared separately under the budget heading for equipment.
- **Important: Coordinating and associated beneficiaries cannot sub-contract to one another or internally (e.g. between departments or subsidiaries).**

- If according to Article 31.1 of the Common Provisions Costs an **independent financial audit** is required, the coordinating beneficiary should incorporate an appropriate cost under sub-contracting. The audit obligation does not apply to public bodies and International organisations. The purpose of the audit report is to certify that the submitted accounts are sincere, reliable and substantiated by adequate supporting documents. The auditor shall also certify that all costs incurred comply with the provisions set in the Grant Agreement.

For more information on the rules applicable to sub-contracts, please refer Article 8 of the Common Provisions.

i. Form F7 – Other direct costs

- **Supplier / procedure:** as above, if applicable
- **Description:** Give a clear description of the other costs, e.g. type of consumables, financial costs such as a bank guarantee (if required by the Commission), inscription fees etc.
- It should be noted that communication costs (e.g. telephone, mailing), costs related to buildings (e.g. rent, heating, electricity) and general administrative expenses (e.g. office equipment, stationery) should be charged to the overheads category, unless it can be proven that the cost item is directly and exclusively linked to the project. If applicable, please specify the type of unit used (e.g. pages, etc).
- Bank guarantee: A guarantee by a bank or financial institution equal to the amount of the advance payment (pre-financing), and covering the duration of the project plus six months, is obligatory only when the total pre-financing represents over 80% of the total amount of the Community contribution and exceeds EUR 60 000. This obligation does not apply to public sector bodies and International organisations. This guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiary and its project associated beneficiaries. The guarantee shall be denominated in Euro.

j. Form F8 – 'In kind' contributions (1) /costs not included in the budget (2)

(1) refers to voluntary work or other services or assets that will be available for the project free of charge and may be accounted as a “virtual” cost for information purpose only, e.g. working time free of charge, free use of premises, accommodation, meals etc. (2) refers to actions that are necessary for implementation but are either not eligible or the applicant does not wish to include them in the budget. None of these amounts is used to determine the EC contribution. Nevertheless, they are important in order to assess the real total cost of the project.

k. Form F9 – Determination of financial capacity

- ***Simplified balance sheet and profit and loss account***

Form F9 has to be completed **by private applicants only**. Applicants considered as public entities or international organisations (see chapter 8.4) do not have to complete this form. Private applicants must indicate if they are a profit or a non profit making company/ organisation.

Within form F9, financial data based on the company's/organisation's balance sheet and profit and loss account are collected in a standardised form. Please find below a correspondence table explaining the grouping of different accounts compared to the Fourth Directive on accounting harmonisation. You should complete this form carefully. Given its complexity, the form should be completed by a professional

accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Thus, it is very important that the data reported are accurate. The Commission may wish to cross-check the data with those reported in the official certified accounts (to be submitted as obligatory documents by private applicants). For this purpose, the Commission reserves the right to ask for further documentation during the evaluation process.

The amounts have to be entered in euros. For financial statements established in other currencies, please refer to the EC InforEuro exchange rates (according to the closing date of the statement) available on: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

- **Abbreviations *t-1* and *t0***

The abbreviation *t0* represents the last certified historical balance sheet and profit and loss account; *t-1* is the balance sheet prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet; the *closing date t-1* is the closing date of the balance sheet prior to the last one. *Duration t0* is the number of months covered by the last historical balance sheet. *Duration t-1* is the number of months covered by the penultimate certified historical balance sheet.

BALANCE SHEET	CORRESPONDENCE 4 th ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets	C. Fixed Assets	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Cost of research and development C.I.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payment on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets	D. Currents assets	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products and goods for resale D.I.4. Payment on account
3.2.1. Debtors due after one	D.II. Debtors, due and payable	D.II.1. Trade debtors

Year	after more than one year	D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest D.II.4. Others debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	

LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors	C. Creditors	
5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short term non-bank Debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as

		they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities	Total liabilities	

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalised. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalised 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit	Gross operating profit .	
13. Depreciation and value adjustments on non financial assets	7. Depreciation and value adjustments on non financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit	Gross operating profit - Depreciation and value adjustments on non-financial assets	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities	Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges

charges		
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year	Profit or loss for the financial year	21. Profit or loss for the financial year



9. KEY REFERENCES AND WHERE TO FIND THEM

- IF YOU WANT TO CHECK THE RELEVANT LEGAL FRAMEWORK FOR THIS CALL FOR PROPOSAL AND HAVE MORE INFORMATION ABOUT EUROPEAN CIVIL PROTECTION CHECK THE FOLLOWING WEBSITE:

<http://ec.europa.eu/environment/civil/index.htm>

- IF YOU NEED TO FIND THE MONTHLY EXCHANGE RATES APPLIED BY THE COMMISSION FOR THE EURO, PLEASE VISIT THE FOLLOWING WEBSITE:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

- FOR TRAVEL COSTS: IF YOU NEED TO FIND INFORMATION ON DAILY SUBSISTENCE ALLOWANCES AND MAXIMUM HOTEL COSTS, PLEASE VISIT THE FOLLOWING WEBSITE:

http://www.cc.cec/pers_admin/missions/guide_en.pdf

- IF YOU WANT MORE INFORMATION ABOUT COMMUNITY FUNDING IN THE FIELD OF ENVIRONMENT, PLEASE VISIT THE FOLLOWING WEBSITE:

http://ec.europa.eu/environment/funding/intro_en.htm

- IF YOU ARE UNABLE TO ACCESS THESE DOCUMENTS VIA THE WEB, PLEASE CONTACT THE COMMISSION AT THE FOLLOWING E-MAIL ADDRESS:

ENV-A3@ec.europa.eu.

AS SOON AS THE CALL FOR PROPOSALS IS PUBLISHED, YOU WILL FIND LINKS TO THE FOLLOWING DOCUMENTS ON THE CIVIL PROTECTION WEBSITE:

- *Grant Agreement Special Conditions*
- *Grant Agreement Common Provisions*
- *Guidelines on Partnership Agreements*

10. CHECK LIST AND LIST OF SUPPORTING DOCUMENTS TO ANNEX TO THE APPLICATION

GENERAL

- The **3 parts of the Application forms (Administrative, technical and financial) fully completed** with all the information requested. Please remember that the budget supplied in the financial part has to be balanced between costs and revenues.
- One original** (clearly identified) plus the required number of **two copies** (including and electronic version) has been submitted.
- Standard forms** have been used
- Forms are not handwritten**

REMINDER OF SIGNATURES AND OFFICIAL STAMPS

- Form A2 duly signed** and dated by the applicant (coordinating beneficiary).
- In case of further participants, **form A3 duly signed and dated** by **each** associated beneficiary.
- In case of other co-financers apart from the applicant, the associated beneficiary(ies) and the Commission, **form A6 duly signed and dated** by the co-financer (one form per co-financer).
- Form A8 duly signed and dated** by the competent national central authority.
- Form A9 duly signed, dated and stamped** by the legal representative of the applicant.
- Form A10 duly signed and dated** by the account holder, and **signed and stamped** by the bank representative (unless a recent copy of a bank statement is attached)

REMINDER OF OBLIGATORY ANNEXES

- Please do not forget to attach applicable obligatory annexes as described in chapter 8.