

## **2015 CALL FOR PROPOSALS FOR PROJECTS ON PREVENTION AND PREPAREDNESS IN CIVIL PROTECTION AND MARINE POLLUTION**

### **1. Why is it necessary to publish the Model Grant Agreement for an action with multiple beneficiaries with the Call for proposals?**

The Model Grant Agreement for an action with multiple Beneficiaries is published within the Call in order to inform you about the rights and obligations of the parties in case your organisation signs the agreement with the Commission. You will sign the grant agreement if your proposal is selected for co-financing.

### **2. When 2 (two) or several entities from 2 (two) or more Participating States intend to jointly submit an application for a project to be implemented at the level of the EU (and its regional level) and decide to involve an enlargement country, should such entities apply under the external budget item or internal budget item?**

A project with the participation of an enlargement country or a European Neighbourhood Policy country may be eligible under this Call for proposals only under the external budget item. In such cases the enlargement country or Neighbourhood Policy country shall be the primary beneficiary of the project. The results of the project should be mainly for the benefit of the enlargement countries and the European Neighbourhood Policy countries and relevant for the EU.

### **3. If a project is co-financed from the external budget line, is it possible for it to include activities such as workshops or interviews with different stakeholders (e.g. schools, citizens), that "physically" take place in one of the Participating States (e.g. Spain or Italy), if such activities are implemented in addition to those which take place in the relevant third countries involved in the project?**

Yes, it is possible for the project to also include activities which take place in Participating States, however third countries need to be benefiting from these activities and the results of the project.

### **4. If an organization is defined as a "consortium" in its national legal system and it is established as a separate legal entity, should it apply as such (i.e. the consortium as one Beneficiary) or do its members need to apply as separate legal entities (i.e. the consortium members as separate Beneficiaries)?**

Both options are possible:

- The consortium may apply as a single legal entity. In line with the eligibility conditions applicable to a specific budget item, the consortium applying as a single entity needs to guarantee the participation of additional entities so as to comply with the eligibility criteria: 1) under the internal budget item, provided that the consortium is established in a Participating State, it needs to guarantee the participation of another Participating State or an International Organisation in the project, and 2) under the

external budget item, provided that the consortium is established in a Participating State, it needs to guarantee the participation of an enlargement country and/or a European Neighbourhood Policy Country (and vice versa, if the consortium is established in an enlargement country or a European Neighbourhood Policy Country).

- Individual members of the consortium may apply as separate Beneficiaries, in which case each entity needs to comply with the applicable eligibility criteria.

#### **5. Would a partnership with several partners be better assessed?**

In the Guide for applicants, under Chapter 6.1 on eligibility conditions, there is a minimum partnership requirement established under each budget item for the implementation of a project. Furthermore, the number of States involved in the project represents one of the criteria to assess the European dimension of a project. For more information concerning this criterion, other award criteria and the point system in general see the Guide for applicants (pp. 24–27).

#### **6. Is it possible for one applicant to present more than one application to this Call for proposals (e.g. acting in one action as a coordinator and in another one as a Beneficiary)?**

It is possible for the applicant to apply and participate, either in the role of the Coordinator or Beneficiary, in more than one project (*i.e.* be included in more than one application). However, the applicant should consider that in order to do this, it needs to have the technical (and financial) capacity to actually implement two projects at the same time and that any Union funding received from the Union is clearly recorded in its accounting systems in a way that shows the link with each respective project (making clear which cost were incurred for which project). Furthermore, the applicant should indicate in each of the two applications that it is applying also as part of another application.

#### **7. Does the Commission provide applicants with a platform where perspective partners for this Call for proposals could be found?**

There is no such a platform provided by the Commission, but you can find the projects selected for funding under the Calls for proposals launched in previous years on our website: <http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection-europe/selected-projects>. Another possibility is to check the websites of the national competent authorities.

#### **8. Are Greenland and the Faeroe Islands eligible applicants to this Call for proposals?**

Greenland and the Faeroe islands are autonomous regions which belong to the Kingdom of Denmark.

The Faeroe Islands do not form part of the European Union and the treaties are not applicable to them.<sup>1</sup> Subsequently, entities established in the Faeroe Islands are not eligible to apply to this Call for proposals under the Union Civil Protection Mechanism.

Greenland qualifies as an Overseas Country and Territory (OCT).<sup>2</sup> Therefore, individuals from Greenland and, where applicable, the relevant public and/or private bodies and institutions established in Greenland, are eligible to apply for programmes and arrangements applicable to Denmark.<sup>3</sup> Subsequently, entities established in Greenland are eligible to apply also to this Call for proposals.

**9. Does the cross-border civil protection cooperation mean that the countries in a project have to share a border?**

Cross border cooperation does not necessarily mean neighbouring countries. The word "border" is used in the broader sense and refers to both "land" and "sea" borders. What we mean with cross-border civil protection cooperation is that the activities should have cross border elements, *i.e.* they are to involve two or more countries. These activities should facilitate cooperation, exchange of experience and mutual assistance between countries in the field of civil protection.

**10. What conditions have to be fulfilled in order for an entity to be considered as an "affiliated entity"?**

In line with the Financial Regulation applicable to Union funding, the following cumulative conditions have to be fulfilled in order for an entity to be considered an affiliated entity:

- a. The entity complies with the eligibility and non-exclusion criteria applicable to applicants.
- b. The entity has a structural link with a Beneficiary, in particular a legal or capital link. The legal and capital link includes two notions:
  - i. Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings, and

*Examples:*

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<sup>1</sup> Article 355(5)(a) of the Treaty on the Functioning of the European Union in the Consolidated versions of the Treaty on European Union and the Treaty on the Functioning of the European Union (OJ C 326, 26/10/2012, P. 0001–0390).

<sup>2</sup> According to Article 204 of the Treaty on the Functioning of the European Union in the Consolidated versions of the Treaty on European Union and the Treaty on the Functioning of the European Union (OJ C 326, 26/10/2012, P. 0001–0390), Greenland is covered by Part Four (Articles 198–203) of the Treaty on the Functioning of the European Union. Further on, Greenland is covered by the Decision 2007/249/EC of 19 March 2007 amending Decision 2001/822/EC on the association of the overseas countries and territories with the European Community (OJ L 109, 26/04/2007, P. 33–41).

<sup>3</sup> Article 58 of the Decision 2007/249/EC of 19 March 2007 amending Decision 2001/822/EC on the association of the overseas countries and territories with the European Community (OJ L 109, 26/04/2007, pp. 33–41).

- a. Entities directly or indirectly controlled by the Beneficiary (daughter companies or first-tier subsidiaries),
  - b. Entities directly or indirectly controlling the Beneficiary (parent companies),
  - c. Entities under the same direct or indirect control as the Beneficiary (sister companies).
- ii. Membership, *i.e.* the Beneficiary is legally defined as *e.g.* a network, federation, association in which the proposed affiliated entity participates or the Beneficiary (Coordinator or Co-Beneficiary) participates in the same entity (*e.g.* network, federation, association) as the proposed affiliated entity.

*Example:* The Médecins Sans Frontières (MSF) national or regional associations, which are members of MSF International.

c. The structural link referred to in point (b) is neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the Call for proposals and remain valid after the end of the action.

Below, there is an illustrative list of entities that do not qualify as affiliated entities:

- Contractors or subcontractors of the Beneficiary,
- Entities that receive financial support from the Beneficiary,
- Entities that cooperate on a regular basis with the Beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant agreement.

## **11. What are some examples of affiliated entities in the public sphere?**

Affiliated entities in the public sphere may encompass:

a) In the case of decentralised administration, the different levels of the administrative structures,

*Example:* National, regional or local ministries which are separate legal entities can be considered as affiliated to the State to avoid interference with the various institutional set-ups in the different Member States;

b) A public body established by a public authority to serve an administrative purpose and which is supervised by the public authority. This condition is to be verified on the basis of the statutes or other acts establishing the public body. It does not necessarily entail that the public body is financed, in full or part, from the public budget.

*Example:* National schools for the judiciary or for the police are affiliated to the State.

## **12. Do the same requirements apply to affiliated entities in the private and public spheres?**

Yes, the same conditions mentioned under question 10 above must also be complied with by affiliated entities in the public sphere.

## **13. How should the participation of an affiliated entity (private or public) be presented in the project proposal?**

The participation of the affiliated entity should be clearly marked in the project proposal, specifically in the following forms:

- Form A1: the name of the affiliated entity which is to participate in the project is to be listed on the form, indicating clearly to which Beneficiary (Coordinator or Co-Beneficiary) it is affiliated to. This may be indicated under the reference to the relevant Beneficiary, or in an addendum to the form A1 (you may draft it as you best see fit). In the latter case, the A1 and the addendum should be clipped together. This will allow the Commission to have an overview of all the affiliated entities taking part in the project and the links between such entities and the Beneficiaries.
- Form A2/A3 (depending on which Beneficiary the entity is affiliated to – A2, if affiliated to the Coordinator and A3, if affiliated to the Co-Beneficiaries): the document is to be duly filled-in and signed. The declaration filled out by the affiliated entity is to be clipped to the declaration of the Beneficiary that the entity is affiliated to. Considering that affiliated entities do not need to comply with the selection criteria, you may cross out the reference to 'financial and operational capacity' in the form filled out by the affiliated entity. This will allow the Commission to confirm that the affiliated entity does not fall under any of the exclusion criteria.
- Form T1 (especially points 5 and 6): this will allow the Commission to assess the role of the affiliated entity in the project.
- T3 & T4: if relevant, depending on the role of the affiliated entity in the project and the costs charged to the Commission by the affiliated entity.
- F forms: it is to be clearly marked in each cost category where the cost is incurred by the affiliated entity.

As affiliated entities are not parties to the grant agreement, the Beneficiary (Coordinator or Co-Beneficiary) to which they are affiliated to remains fully responsible for the implementation of the relevant part of the project. The General Conditions provide information concerning all the obligations of the Beneficiary to which an entity is affiliated to (e.g. the minimum obligation is to ensure that its affiliates respect the right of checks and audits of the Commission, OLAF and the Court of Auditors). If your proposal is selected for funding and you wish to include an entity as an affiliated entity this will be marked in the grant agreement (Article I.7.4).

## **14. In relation to the 25 % of total eligible cost which for the projects under this Call for proposals needs to come from sources other than the EU grant, could this contribution be**

**secured by one or two Beneficiaries only (in a project with several Beneficiaries) or does each Beneficiary need to provide a financial contribution? Are there specific rules on how to share the contributions between the entities/Beneficiaries involved?**

The 25% of total eligible cost for the project may come from the financial contributions by the Beneficiaries, from income generated by the Action, or from financial contributions from Co-financiers. The 25 % is to be guaranteed at the level of the partnership/project as a whole; therefore provided that the 25% are guaranteed at the level of the project, it is no longer required for each individual Beneficiary to contribute financially. The Commission does not set any rules concerning the sharing of the financial contributions; this is to be agreed upon by the Beneficiaries themselves.

**15. Can the time invested by the project's beneficiaries be considered as eligible cost and partner's financial contribution to the project (25% of the total cost of the project)?**

The time invested in the project by staff of the Beneficiaries is eligible as personnel cost, if the applicable eligibility rules are respected.

**16. What percentage of the budget can be allocated to equipment (pc-s, tents...)?**

There is no limit established by the Commission concerning the maximum amount/percentage which may be allocated to the equipment cost category. However in line with Article 19.1 of the General Conditions, the costs need to comply with the general eligibility criteria, *e.g.* the cost of equipment needs to be necessary for the Action, reasonable, justified and in compliance with the principle of sound financial management (in particular regarding economy and efficiency). Furthermore, the purchase of equipment should not in itself represent the main purpose of the project; equipment may be used when this is necessary for the achievement of the results.

**17. Can beneficiaries purchase equipment within this Call for proposals or only activities such as trainings, workshops will be financed?**

Concerning equipment, indeed beneficiaries may also purchase it for the purposes of this project, however keep in mind that the Commission does not fund the full purchase price of equipment; in line with Article II.19.2.c of the General Conditions and as explained on pages 51–52 of the Guide to the Call for proposals, only depreciation costs of equipment or other assets may be eligible and only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use is taken into account. Beneficiaries may apply their own depreciation rules to calculate the relevant amounts.

**18. Are there any limits on administration costs and communication costs (coordination, travels, media, meetings, etc.)?**

These kinds of expenses are considered as indirect costs/overheads, thus falling into the same category as *e.g.* cost for electricity, telecommunication, petty office supplies, etc.. Beneficiaries are entitled to charge as indirect cost up to 7% of the direct costs of the project.

Concerning travels costs, there are no monetary limits (amount or percentage) established on this cost category. Travel costs are thus to be established in relation to the scope of the project and keeping in mind the general eligibility criteria (see the Guide for applicants, pages 31–33). There is however a limit for the number of people participating in the kick off meeting; the expenses should be budgeted for no more than three persons, with at least one of them representing the Coordinator.

**19. In the case where the Coordinator (and one Beneficiary) works only with volunteers, do we indicate this by putting '0' to the 'Number of employees' in the A5 Form? How about the number to be written at the section 'Number of employees in department conducting project', if only one person will be employed to work on the project, however there will be other individuals taking part in the project on a voluntary basis?**

If the Coordinator/Beneficiary works with volunteers it should only list the employees (full time and/or part time) in the form A5 in response to the questions '**Number of employees**' and '**Number of employees in department conducting project**'. However, if it works with volunteers on a regular basis, it should also provide the Commission with details on the volunteers working on the project. This information is to be provided under the last question in form A5, *i.e.* '**Brief description of the structure and the activities of the Beneficiary**'. Further on, in the form F on Personnel, you should also list the volunteers and the costs you incur in relation to them (*e.g.* medical insurance) and that you wish to charge to ECHO.

**20. The Guide for applicants lays down the following cost as an example of eligible direct cost: "*costs of the personnel of national administrations 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*". What exactly does this mean?**

Beneficiaries which are public entities should not charge to the project cost relating to tasks which they would have carried out in any case as part of their job, even in the absence of the project; it is namely the national administration itself which is to remunerate its staff for such tasks. In relation to this cost category, the Beneficiaries may then charge as personnel costs to the project the following: 1) cost of staff strictly assigned to the project, and 2) in the case that the staff work on the project only for part of their working time, the Beneficiary may charge to the project only the time/hours which the staff have devoted to the project. The time that each individual spends working on the project must be recorded using time-sheets drawn up and certified by the Beneficiary.

**21. For the completion of "Form F3" and according to article 126 of the Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union<sup>4</sup> "*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*". What is the exact meaning of this statement, considering that, for example, the yearly working hours of a professor are 1680/year for a total of his/her education and research activities. Can he/she dedicate, as a portion of his/her research**

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<sup>4</sup> OJ L298/1, 26. 10. 2012.

**activities, part of his/her working hours to the project and state in his/her timesheet that he/she has worked for e.g. 200 of his working hours?**

Please note that the above mentioned Article 126 concerns only the staff that has the status of civil servants. The purpose of this article is to avoid double payment of the civil servants, who are already paid from the budget of the Member States. This is why the Commission accepts to pay only for the tasks connected with the implementation of the project, which are not covered by the normal duties of the civil servants. The activities of the project have to be "extra tasks" for them and not the "routine job". The Commission expects that the hours charged for the project will not be paid also by the public authority. To assure it an employer may second the staff (e.g. partially) to the project or at the end of the project send us a declaration that the staff involved in the project was not in conflict with the above mentioned Article 126.

**22. If a Coordinator which is a private entity intends to make use of one of his “normally used subcontractors” to carry out a specific task in the project (many organisations work e.g. with consultant enterprises) and this subcontractor is mentioned in Form F5 as “already known”, must a tendering process be carried out again or not? Is it sufficient to make reference to the existing agreement between both?**

In terms of procurement, broadly speaking the Financial Regulation and the RAP allow the Beneficiary an important room for manoeuvre when it comes to the selection of contractors; Article 209 RAP clearly states that the contract has to be awarded to tenders offering the best value for money (or as appropriate to the lowest price) and in absence of conflict of interests, yet without imposing the Commission public procurement rules on beneficiaries. This is then mirrored also in Article II.9 of the model Grant agreement for an action with multiple beneficiaries (published with this Call for proposals). It means that the recipient of EU funds is free to organize its procurement practices as it normally does, provided that the above principles are met. It is not stated that a tender is the only possible way to ensure the respect of these principles; nevertheless it might be difficult to prove the compliance with the Grant Agreement sub-contracting criteria in the absence of a tender, even in the case of a long lasting sub-contracting relationship.

**23. Is there a limit for external assistance, *i.e.* a percentage that should not be exceeded?**

No, there is no percentage limit, but the Beneficiary/Coordinator may not subcontract the management and general administration of the project and the Co-beneficiaries may not subcontract all or most of the activities for which they are responsible. Each project is evaluated separately and recourse to subcontracting is justified having regard to the nature of the action and what is necessary for its implementation.

**24. Can a co-financier be the Coordinator or a Co-beneficiary of the project or should the Co-financier be a separate institution?**

The Beneficiaries (acting either as Coordinator or Co-Beneficiaries) cannot be at the same time act as Co-Financiers of the project. For the definition of these types of entities, please check the Guide for Applicants, pages 5-6 and pages 18-19.



**25. I have read in the Guide for applicants that a 7% flat-rate of total eligible direct costs may be claimed by the beneficiary as indirect costs. It is my understanding that for some of the EU calls this rate can be increased to 60% if the applicant is an SME. Would this be the case for this Call for proposals?**

We currently do not foresee any special provisions for small and medium-sized enterprises ('SMEs') regarding the flat rate. In this Call for proposals the indirect cost are set at a 7% flat rate of total eligible direct costs for all grants, regardless of the type of beneficiary.

**26. In terms of VAT eligibility, what types of rules apply?**

As mentioned before, the Coordinator and the Beneficiaries which are public bodies established in the EU should fill in the VAT declaration form.

In line with the Financial Regulation and on the basis of Directive 2006/11/EC<sup>5</sup> (hereinafter called the "**Directive**"), which is to be transposed into the national legal system within the Union, VAT is not eligible where it is paid by public bodies in relation to activities they engage in as public authorities, unless these are exempt activities listed in Article 13(2) of the above mentioned Directive (for a comprehensive list of exempt activities, please consult Article 13(2)).

Based on the case law of the Court of Justice of the European Union, we provide you with a non-exhaustive list of activities which would typically qualify as activities engaged in by the Beneficiary as a public authority (*i.e.* they result from the exercise of sovereign powers and prerogatives): powers of police; powers of justice; customs; tax; monetary management and fight against counterfeiting of banknotes and coins by central banks and mints; national statistics; fire-fighting services; operation of chargeable car-parking space of public roads; street cleaning, sewage, refuse collection and waste treatment in so far as those services are supplied by bodies referred to in Article 13 of the Directive; definition and enforcement public policies.

Which activities specifically are to be included among the above can differ between different national legislations. We therefore kindly ask you to fill in the A12 form, indicating whether in line with your national legislation (*e.g.* establishment acts of public bodies) the activities to be implemented within the proposed Action are/are not activities in which you engage in as a public authority, or include both activities within and outside your public mandate. Please note that your answers are to be in line with the way you report VAT in the financial forms and we may ask you to substantiate your answers with reference to national legislation at liquidation stage.

With regards to the above, it is important to keep in mind the Commission's understanding of the concept of 'activities', whereby 'activities' are to be understood at the level of objectives of the project. What is thus relevant is not the nature of specific tasks carried out within the project, but rather whether the objectives of the project, to which these specific tasks contribute to, fall within the public mandate.

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<sup>5</sup> OJ L 347/1, 11. 12. 2006.

Please note as well that in the case of bodies governed by public law which are not public authorities (e.g. public universities, public research institutes), what is relevant is not the mandate of the public body as such (as defined in its constituent document), but rather whether it carries out the activities in question as a public authority.

**27. Does an international organisation have to submit the "VAT declaration form" (A12 form)?**

The "VAT declaration form" (A12 form) is applicable to public bodies, as defined under Article 13(1) of the COUNCIL DIRECTIVE 2006/112/EC of 28 November 2006 on the common system of value added tax VAT<sup>6</sup>, which includes among public bodies states, regional and local government authorities and other bodies governed by public law. This is also in line with the understanding of a public body under this Call for proposals, where a public body is understood as any legal entity established as such by national law, which means the entity is (1) incorporated as a public body in the formal act of creation or recognised as public body by national law and (2) governed by public law. IOs are neither bodies governed by public, nor private national law. In addition, due to their privileges and immunities, they are normally exempted from paying taxes, including VAT. Therefore, the "VAT declaration form" (A12 form) is not applicable to them. Nonetheless, the A12 form needs to be returned to the Commission, marked as 'Not applicable'/'NA'.

**28. Do International Organisations have to submit the following supporting documents: the Annual Activity Report, CVs, a copy of the resolution law decree or decision establishing the entity, balance sheet and the profit and loss account?**

All the forms and supporting documents referred to in the Guide for applicants are applicable also to International Organisations, with the exception of those which we specifically mark as 'not applicable to IOs'. Specifically to the documents mentioned in your question:

- The Annual Activity Report or where the Annual Activity Report is not established, a list with a description of activities carried out by the applicant in the previous year → applicable to IOs.
- Curriculum Vitae of all relevant professional staff involved in the project → applicable to IOs.
- A copy of the resolution, law decree or decision establishing the entity in question, or failing that, any other official document attesting to the establishment of the entity by the national authorities' → applicable to IOs.
- The Balance sheet and the profit and loss account → not applicable to IOs. Namely the Guide for applicants stipulates in the table on page 37 and again on page 38 that the balance sheet and profit and loss account only need to be submitted by private entities.

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<sup>6</sup> OJ L 347/1, 11. 12. 2006.

**29. The Call for proposals indicates that International Organisations such as the United Nations and its agencies are eligible to apply for funding, however there is no reference to the Financial and Administrative Framework Agreement (FAFA) or the use of the Single Form; should the International Organisations use the forms published with this Call for proposals?**

The Single Form is not applicable in the context of Civil Protection calls for proposals; the United Nations and its agencies should thus also use the forms which have been published with this Call for proposals. Compliance with FAFA is assured through appropriate adjustments to the relevant forms and model grant agreements (*i.e.* the Pillar Assessed Grant Agreement and the general Commission grant agreement template).

**30. What is the applicable agreement template for International Organisations under the 2015 Call?**

As stated in the Guide for applicants, the Pillar Assessed Grant Agreement applies to International Organisations that have had their Pillars successfully assessed by the Commission, acting as a Coordinator. The Model Grant Agreement is to be signed in all other cases, *i.e.* 1) if the project *does not* involve an International Organisation; 2) if the project involves an International Organisation, which *has* had its Pillars successfully assessed by the Commission, acting as one of the Co-Beneficiaries; 3) if the project involves an International Organisation, which *has not* had its Pillars successfully assessed by the Commission, acting as one of the Co-Beneficiaries<sup>7</sup>.

**31. Regarding the Eligibility Criteria (page 16 of the Guide for Applicants) for projects financed under the external budget item which provide for „ *the projects to involve entities from at least one enlargement country or Neighbouring Policy country as primary beneficiaries and an entity from at least one Participating State or an international organization as the Coordinator*“, could more branch offices of the same international organisation be seen as separate entities and, thus apply, based on a partnership, as Beneficiaries?**

No. Under this Call for proposals branch offices of international organisations are not regarded as separate legal entities, therefore a partnership between different branches of an international organisation jointly applying under this Call for proposal will not be eligible.

**32. Does the A8 form, *i.e.* notification to the national competent authority, have to be submitted only by the Coordinator to its national competent authority or also each of the Co-beneficiaries has the obligation to submit an identical notification with their national competent authorities?**

Only the Coordinator has to submit the A8 form signed by its national competent authority to the Commission.

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<sup>7</sup> Note that under points 2) and 3), if need be, the general template may be adjusted to account for the participation of an International Organisation.

**33. We are preparing a proposal that concerns cost-benefit analysis of prevention measures addressing coastal risks in relation to erosion and oil spill pollution. Should we get the A8 Form signed by the national Civil Protection Authority or the national Maritime Authority?**

If your proposal deals with marine pollution issues, the A8 form should be signed by the Maritime authority of the Coordinator, but if it involves both civil protection and marine pollution issues, it should be signed by both authorities. In the latter case, please submit two separate copies of the A8 form, one with the signature of the National Civil Protection authority of the Coordinator and another one with the signature of the Maritime authority of the Coordinator.

**34. If the National Civil Protection/Maritime authority itself participates in the project as the Coordinator, does it have to submit the A8 form?**

In the case that the National Civil Protection/Maritime authority is acting within the project as the Coordinator, it does not need to fill in nor sign the A8 form. Nonetheless, the A8 form needs to be returned to the Commission, marked as 'Not applicable'/'NA'. If the National Civil Protection authority/Maritime authority participates in the project as one of the Beneficiaries, the National Civil Protection authority/Maritime authority of the Coordinator still needs to be consulted concerning the project and needs to fill in and sign the form.

**35. Should the applicant mention in the T forms precisely the start and end dates of each task to be implemented in the action or is it enough to mention the month?**

If the applicant mentions the month, such information will be deemed sufficient (however the applicant may provide additional details if these are available).

**36. Is it mandatory for a Co-beneficiary which does not contribute financially to the project to fill in the declaration of honor on the exclusion criteria, financial capacity and absence of conflict of interest, *i.e.* form A3 and the partnership statement, *i.e.* form A11?**

Every eligible entity which participates in the technical implementation of the project, regardless of whether it is contributing to the project financially or not, is considered to be a Beneficiary (see the definition of a Co-beneficiary on page 6 of the Guide for applicants), thus all the obligations and forms for Co-beneficiaries are applicable to it, including the forms A3 and A11.

Furthermore, in relation to the applicability of form A3, a Co-beneficiary with no financial contribution to the project may still incur costs in the project which it wishes to charge to the Commission. In such a case, considering that the Commission assesses individually the financial capacity of each of the Co-beneficiaries against their estimated share of the requested EU grant, the form A3 (including the confirmation of financial capacity) is relevant and as such obligatory.

**37. Is it mandatory for a Co-beneficiary which does not contribute financially to the project to sign the VAT declaration (form A12)?**

A Co-beneficiary needs to sign the VAT declaration only if it is incurring costs with VAT and it wishes to charge them to the Commission; please note that as stated on the form itself, this only applies to public bodies within the EU.

If no costs are incurred by the Co-beneficiary, the VAT form is not relevant, it however still needs to be returned to the Commission for the said Co-beneficiary, marked as 'Non-applicable' (NA).

**38. Is it mandatory for a non-EU Beneficiary to submit a VAT declaration (form A12)?**

No, only public Beneficiaries established within a Member State of the European Union have to submit the VAT declaration.

**39. Is it mandatory for the Co-Beneficiary to fill in the Financial Viability Form?**

Each Co-Beneficiary which is a private entity has to submit the Financial Viability Form. The Co-beneficiaries which are public entities or international organisations do not have this obligation (please also see Chapter 6 of the Guide for applicants).

**40. Is it mandatory for the Coordinators or the Co-beneficiaries that are already registered with the Commission database to submit all the supporting documents (CV, annual reports, list of members of the board, etc.)?**

Yes, all these supporting documents have to be submitted independently of the fact that such documents are already registered with the Commission database. Nevertheless, the supporting documents related to the Legal Entity and the Financial Identification Form do not need to be submitted.

**41. Can the Annual Activity Report (and/or other supporting documents) be submitted in a national language (other than English)?**

As indicated in the Guide for applicants, applications, including the supporting documents such as the Annual Activity Reports, must be submitted in one of the 24 (*twenty-four*) official languages of the European Union. However, in order to facilitate the assessment by the evaluators, an English translation (official or unofficial) should accompany the documents submitted in another language.

**42. When speaking about the submission of documents, it is my understanding that both a printed and an electronic version are required. Does the original printed version have to contain all the original declarations and notifications signed by the partners or the submission of copies is also accepted?**

The application will only be considered completed if one printed version contains all the original signed documents, the second printed version contains one copy of all such documents and the electronic version contains a scanned pdf copy of the complete application. Also, when applicable, documents in word and excel should be submitted. If you need more information, please also check Chapter 15 of the Guide for applicants.

**43. What does 'Form F9' mentioned at page 39 of the Guide for applicants mean?**

Please note that it's a clerical error. Form 9 should read as 'Financial viability form'. The relevant form has been published as part of this Call for proposals at the following website:  
[http://ec.europa.eu/echo/funding-evaluations/financing-civil-protection/calls-for-proposal/2015-prevention-and-preparedness\\_en](http://ec.europa.eu/echo/funding-evaluations/financing-civil-protection/calls-for-proposal/2015-prevention-and-preparedness_en)