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DIRECTORATE-GENERAL HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

A.5 Civil Protection Policy Unit

GUIDE FOR APPLICANTS

CALL FOR PROPOSALS

2015

FOR PREVENTION AND PREPAREDNESS PROJECTS IN CIVIL PROTECTION

AND

MARINE POLLUTION

DEADLINE FOR THE SUBMISSION OF PROPOSALS:

15 APRIL 2015

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PREFACE

Welcome to the guide for submitting proposals for prevention and preparedness projects in the framework of the Union Civil Protection Mechanism (Actions 1.1 and 2.10 of the Work Programme 2015 – referred to in the guide as WP 2015).

This document serves as a guide through the application procedure and the application forms. **Please read it carefully.**

In addition to this guide, you are strongly encouraged to regularly consult the European Commission's ECHO website:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>. The website is updated regularly.

If you cannot find the answer to your question in this guide nor in the website, do not hesitate to send your questions in writing by e-mail to the Civil Protection Policy Unit (ECHO A.5) of the Commission at ECHO-CP-P&P@ec.europa.eu, however please contact the Commission only after having tried to find the information in this guide and/or in the included references. Asking for clarifications has no impact on the final award decision.

Prevention and preparedness projects can be financed from two separate budget items, internal and external budget item.

Funds from the internal budget item can be allocated to projects where main beneficiaries are the Participating States to the European Civil protection Mechanism only, whereas funds from the external budget item can be allocated to projects addressing the needs in European Neighbourhood Policy countries and enlargement countries.

Applicants thus have to decide which budget item to apply for to finance their activities, considering the essential eligibility conditions attached to a particular budget item; the applicants shall pay particular attention to the countries eligible to be financed under each budget line. The eligibility criteria are explained in the guide itself.

Before submitting your application, please do not forget to consult the checklist, which you can find under the chapter 19. Consider also that it will take a few days to fill in the forms and that all the necessary documents should be gathered to complete the application. Start filling in the forms promptly so as to be able to comply with the deadline for the submissions of proposals.

The guide has **three** separate sections: one on **prevention** and the other on **preparedness**, each addressing respective specific objectives and budget, and a **general section** applicable both to prevention and preparedness actions, which outlines the admissibility requirements, the eligibility criteria for the submission of project proposals and presents the exclusion situations and the selection and award criteria.

This guide is updated annually to make it as user friendly as possible. You are more than welcome to share your comments and suggestions on how to further improve the guide by sending an email to ECHO-CP-P&P@ec.europa.eu

Civil Protection Policy Unit, A5
European Commission
DG Humanitarian Aid and Civil Protection

GLOSSARY

Financial Regulation (FR): 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.

Rules of Application (RAP): Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

Public body: for the purposes of this Guide, 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.

Non-profit organisation: any legal entity which by its legal form is non-profit-making and/or which has a legal or statutory obligation not to distribute profits to its shareholders or individual members. The absence of a lucrative aim does not necessarily imply the absence of profit.

International organisation: for the purposes of this Guide, an international organisation is understood to include any international public-sector organisations set up by intergovernmental agreements and specialised agencies set up by such organisations; the International Committee of the Red Cross; the International Federation of National Red Cross and Red Crescent Societies; other non-profit organisations assimilated to international organisations by a Commission decision.

Member State (MS): a member state of the European Union. Further information is available on the following website of the European Commission: http://europa.eu/abc/european_countries/index_en.htm

Participating State (PS): the Participating States to the European Civil Protection Mechanism currently include the 28 EU MS, Iceland and Norway.¹

Beneficiaries: entities receiving direct financial contributions from the Union in order to co-finance a project awarded under this Call. These entities are collectively referred to as Applicants during the process of submission of proposals under this Call. Once the grant is awarded and the Grant Agreement is signed, the Coordinator and the Co-beneficiaries are collectively referred to as Beneficiaries.

Coordinator: one of the eligible entities involved in the technical implementation of the project submitted for funding under this Call, attaining the status of one of the Beneficiaries once the proposal is awarded a grant. With the authorisation of other

¹ The former Yugoslav Republic of Macedonia and Montenegro are in the process of renewing/signing the Agreement for participation in the Mechanism.

eligible entities, the Coordinator submits the project proposal under this Call on behalf of all other entities involved in the project. Once the grant is awarded the Coordinator signs the Grant Agreement on behalf of the entire Partnership. Furthermore, the **Coordinator** is the only point of contact between the project and the Commission; it receives the Union financial contribution and ensures its distribution, it reports directly to the Commission on the project's technical and financial progress, it requests potential amendments to the Commission and it informs the Commission on any other relevant matter arising during the implementation of the project

Co-beneficiary: one of the eligible entities involved in the technical implementation of the project submitted for funding under this Call, attaining the status of a Co-beneficiary once the proposal is awarded a grant. A Co-beneficiary is responsible for the implementation of some of the project activities, it may also contribute financially to the project and it may receive part of the Union contribution (by declaring costs).

Co-financers: any entity (other than the Union) contributing financially to the project. A Co-financier is not involved in the technical implementation of the project and it does not receive the EU contribution.

Contractors/Sub-contractor(s): contractors provide goods/works/services necessary for the implementation of the Action to the Beneficiaries on the basis of procurement contracts concluded to this effect. Sub-contractors are also engaged via procurement contracts by the Beneficiaries, but with the objective to implement specific tasks or activities which form part of the project as described in the project proposal. The Beneficiaries and their staff cannot act as subcontractors.

1. INTRODUCTION

EU Member States are facing a wide range of disasters every year, including floods, forest fires, earthquakes and various technological, radiological and environmental accidents. A first EU-wide overview of the risks faced by Member States was published by the Commission in April 2014².

Disaster prevention and preparedness are therefore important elements of the European Civil Protection cooperation. This Call for proposals will help to fund activities aimed at closer cooperation in prevention, preparedness and awareness-raising in civil protection and marine pollution³.

The legal framework for this call is the Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism⁴ (hereinafter the Decision), and the Commission Implementing Decision of 16.10.2014 laying down rules for the implementation of Decision No 1313/2013/EU of the European Parliament and of the Council on a Union Civil Protection Mechanism and repealing Decisions 2004/277/EC, Euratom and 2007/606/EC, Euratom (C(2014)7489 final)⁵.

The objective of the Union Civil Protection Mechanism is to strengthen the cooperation between the Union and the Member States and to facilitate coordination in the field of civil protection in order to improve the effectiveness of systems for preventing, preparing for and responding to natural and man-made disasters. In doing so, the Mechanism supports the efforts of Participating States to protect primarily people, but also the environment and property, including cultural heritage, against all kinds of natural and man-made disasters, including the consequences of acts of terrorism, technological, radiological or environmental disasters, marine pollution and acute health emergencies, occurring inside and outside the Union. In the case of the consequences of acts of terrorism or radiological disasters, the Mechanism covers only preparedness and response actions.

The legal framework, specifically Article 28 of the Decision No 1313/2013/EU, gives the possibility to certain third countries to benefit from EU funding for specific activities. Therefore this Call for proposals is open also to enlargement countries and the European Neighbourhood Policy countries. A complete list of those countries is under section I and II)

² SWD(2014) 134 final, 8.4.2014

³ Actions falling under Regulation (EC) No 1406/2002 establishing a European Maritime Safety Agency are not covered by this call.

⁴ OJ L347, 20.12.2013, p. 924.

⁵ OJ L320, 6.11.2014, p. 1–45.

Section I

2. PREVENTION PROJECTS

Prevention means any action aimed at reducing risks or mitigating adverse consequences of disasters for people, the environment and property, including cultural heritage.⁶

The Union Civil Protection Mechanism aims at achieving a higher level of protection and resilience against disasters by preventing or reducing their potential effects, by fostering a culture of prevention and by improving cooperation between civil protection and other relevant services.

In order to enhance prevention, the Union Mechanism focuses on improving the knowledge base, promoting risk assessments and risk management planning as well as risk management capability assessments. Prevention is also linked to other policy fields such as climate change adaptation and various Union funds and policies support sustainable disaster prevention

OBJECTIVES

Prevention projects support and complement the efforts of Participating States in the field of disaster prevention, focusing on areas where cooperation provides added value.

Prevention projects also support the enlargement countries⁷ and the European Neighbourhood Policy countries⁸ in the field of disaster prevention and improve their cooperation with the Union Civil Protection Mechanism and its Participating States.

PREVENTION PRIORITIES

1. Action-oriented projects focusing on “risk-proofing” of public and/or private investments and development and testing of tools and methodologies for tracking of resilient investments.

- Actions examining cost-benefit of risk prevention measures in relation to the costs of response and rehabilitation (case studies, methodologies to define whether and when investments are justified).

⁶ Art. 4(4) of Decision 1313/2013.

⁷ The enlargement countries are: Albania, Bosnia and Herzegovina, Kosovo, Serbia, Turkey, the former Yugoslav Republic of Macedonia and Montenegro.

⁸ Eastern Neighbourhood countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine and the Southern Neighbourhood countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.

- Actions analysing the integration of disaster prevention in economic and financial decisions and strategies, both in the public and private sector (case studies, workshops and methodologies).
- Actions encouraging an exchange of good practices on preparing national civil protection systems to cope with the impact of climate change, particularly with regard to the resilience of investments and integration of prevention and climate change adaptation measures.

2. Pilot and demonstration projects with replication capacity focusing on urban resilience to disasters. Projects should build upon existing knowledge and good practices (e.g. resilient cities scoreboard and campaign, local resilience forums, local climate change adaptation strategies).

- Actions on the integration of risk assessment and risk management capacity building into the urban planning process (e.g. risk sensitive infrastructure, etc.).
- Actions to promote and support the sharing of good practices in urban prevention, and facilitating access to specific knowledge and expertise on issues of common interest

3. Technical cooperation projects with the objective of implementing at all levels of government methodologies aiming at developing multi-hazard assessments of risks and risk management capabilities and risk management planning, including cross border dimension.

- Actions aimed at improving governance at all levels and across all sectors, covering in particular: improved coordination mechanisms between local, regional and national authorities; enhanced partnerships between different public authorities and relevant stakeholders such as civil society, academia and research institutions, and the private sector.
- Actions to promote and support the development and implementation of Members States' risk management through the sharing of good practices, and facilitating access to specific knowledge and expertise on issues of common interest.
- Actions on the integration of risk assessment and risk management capacity building into the planning process, e.g. for cohesion funding.
- Actions promoting the development of common risk assessment, risk management capability assessment, and risk management planning methodologies, practices and processes, including cross-sectoral, macro-regional and/or cross border risk management plans.
- *N.B. Projects should be complementary and should take stock of prior achievements in the field, including achievements of relevant activities undertaken at European level using Union funds (among them the European Agricultural Fund for Rural Development, the European Regional Development Fund, the Cohesion Fund, Life+, the ICT Policy Support Programme, the Seventh Research Framework Programme, European Neighbourhood Instrument and the Instrument for Pre-Accession Assistance and Public Health Programme).*

TYPE OF ACTIVITIES WHICH CAN BE FINANCED UNDER THIS CALL

- Projects aimed at studying, designing, developing, testing and implementing new prevention or disaster risk management approaches and/or participating states/partner countries or at evaluating and/or improving existing ones;
- Projects aimed at studying, designing, developing, testing and implementing innovative approaches, techniques and tools to link prevention measures to preparedness and response needs and to integrate disaster risk management considerations into planning and other policies;
- Projects aimed at developing general principles and guidelines relating to hazards with potentially serious impact on human, environmental and economic situations;
- Projects in the area of prevention and risk management aimed at concrete improvements and innovation thanks to transnational cooperation;
- Projects aiming at identifying best practices and/or transferring them in other countries and regions.

EXPECTED OUTCOMES AND RESULTS

- Ensure the European dimension: the expected results come from transnational work, serve the interest of a large number of the participating states and the enlargement countries not participating in the Mechanism and the European Neighbourhood Policy countries and could be efficiently reproduced and/or transferred to other States, regions or organisations.
- Enhancement of cooperation, exchange of good practices and support for capacity building in prevention actions outlined in chapter 2 of Decision No 1313/2013/EU (including risk assessment, risk management planning, risk prevention measures).
- Improved knowledge base on disaster risks and disaster prevention policies, and raising awareness of disaster prevention which would also contribute to better understanding of and adapting to the future impacts of climate change;
- Improved links between relevant actors and policies throughout the disaster management cycle (prevention-preparedness-response-recovery);
- Improved effectiveness of existing policy and financial instruments with regard to disaster prevention, including implementation of the EU macro regional strategies (e.g. Strategy for the Baltic Sea Region, Strategy for the Danube Region) and their action plans;
- EU contribution to implementation of the UN Hyogo Framework for Action and the post 2015 international framework for disaster risk.
<http://www.unisdr.org/we/coordinate/hfa>

For more information about EU disaster risk management policies:

http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/disaster_risk_management_en.pdf

http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/prevention-preparedness_en.pdf

For more information about EU financed projects:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection-europe/selected-projects>

BUDGET AVAILABLE

The total budget earmarked for the co-financing of prevention projects:

- A) Internal Budget item: EUR 2 800 000** for projects covering the Participating States in the EUCP Mechanism.
- B) External Budget item: EUR 1 450 000** for projects covering the enlargement countries and the European Neighbourhood Policy countries.

Applicants have to choose which budget item to apply for, in line with the objectives and participants, and indicate this clearly in their project proposal.

The maximum EU co-funding rate is up to **75%** of total eligible costs per proposal with a maximum EU contribution of EUR **800 000** for each proposal financed.

The beneficiaries need to guarantee that the remaining **25%** of the total eligible cost come from sources other than the EU grant. This needs to be complied with at the level of the project.

The Commission reserves the right not to grant all the funds available.

Section II

3. PREPAREDNESS PROJECTS

Preparedness means a state of readiness and capability of human and material means, structures, communities and organisations enabling them to ensure an effective rapid response to a disaster, obtained as a result of action taken in advance.⁹

Preparedness is essential in civil protection and marine pollution - being well prepared can save lives and reduce the impact of disasters. In order to enhance European civil protection preparedness, this Call will fund primarily preparedness projects which build on the Decision No 1313/2013/EU.

The Union Mechanism is intended to improve the level of preparedness of civil protection systems, their personnel and population. When natural or man-made disasters strike a country, within the European Union or outside, the Mechanism allows for the necessary operational resources to be mobilised to assist and provide a prompt response.

⁹ Art. 4(3) of Decision 1313/2013.

As such, a project may very well be used to develop new concepts or models within the framework of the European Union Civil Protection Mechanism (EUCPM) training program, or to identify ways of increasing efficiency with regard to deploy and/or plan for deployment of operational assets and modules to disaster stricken areas. This could include the establishment and/or development of multi-national modules. Such a project could also be used to develop new and more efficient ways of conducting EUCPM exercises.

OBJECTIVES

Create better prerequisites for, and improve preparedness, as well as enhance awareness of, civil protection and/or marine pollution professionals and volunteers.

Support and complement the efforts of the Participating States for the protection of citizens, environment and property in the event of natural and man-made disasters, technical, radiological or environmental incidents and dealing with the consequences of acts of terrorism and facilitate reinforced cooperation between the participating states in the field of preparedness in civil protection and/or marine pollution.

Exchange of information, experience, good practice and knowledge aimed at improving the performance of parties involved in civil protection (both private and public professionals and volunteers.)

Support the enlargement countries and European Neighbourhood Policy countries in the field of disaster preparedness and enhance their cooperation within the Union Civil Protection Mechanism and its participating states.

PREPAREDNESS PRIORITIES

1. Actions aimed at improving cross border civil protection and marine pollution cooperation, including regional cooperation, regarding interoperability and preparedness for, direct response to and reducing impacts of natural and man-made disasters. Specific focus areas include better planning, preparing for chemical, biological, radiological or nuclear events, mass evacuation, spills of hazardous and noxious substances into the marine environment, major emergencies requiring search and rescue at sea, aerial surveillance for marine pollution, detection of illegal discharges and follow-up actions.

- This could include, for instance, actions in the field of civil aviation incidents and accidents, psycho-social support for the victims, and the needs of persons with disabilities in emergency management. These actions shall also support the identification and exchange of good practices and the development of relevant common methodologies in the afore-mentioned areas

2. Actions aimed at enhancing operational cooperation in the framework of the Mechanism, enabling countries to develop, exercise and register multinational assets.

- Assets representing civil protection (CP) modules, TAST, and other CP response capacities that can be deployed to international emergency interventions¹⁰, should be registered in CECIS database. Therefore the relevant national civil protection/maritime authorities have to agree to develop and register such assets in CECIS (Form A8).

3. Actions aimed at increasing the countries' preparedness for reception of international assistance in the context of the EU Host Nation Support Guidelines¹¹.

N.B. Projects should be complementary and should take stock of prior achievements in the field, including achievements of relevant activities undertaken at European level using Union funds (among them the European Agricultural Fund for Rural Development, the European Regional Development Fund, the Cohesion Fund, Life+, the ICT Policy Support Programme, the Seventh Research Framework Programme, European Neighbourhood Instrument and the Instrument for Pre-Accession Assistance and Public Health Programme).

EXPECTED OUTCOMES AND RESULTS

- Ensure the European dimension: the expected results come from transnational work, serve the interest of a large number of the participating states and the enlargement countries not participating in the Mechanism and the European Neighbourhood Policy countries and could be efficiently reproduced and/or transferred to other States, regions or organisations.
- Awareness and skills of civil protection and/or marine pollution professionals and volunteers are increased.
- Approaches to meet specific civil protection and marine pollution needs and/or challenges at regional and cross border level are assessed, tested and evaluated.
- Contribution to the EU regional strategies and their action plans.
- Enhancing the cooperation and exchange of best practices in the field of disaster preparedness among the participating states and the enlargement countries not participating in the Mechanism and the European Neighbourhood Policy countries.

TYPE OF ACTIVITIES WHICH CAN BE FINANCED UNDER THIS CALL

Projects can include small-scale exercises and training aimed at specific complementary improvements and innovation. Due to the trans-boundary nature of such projects, small exercises shall involve regional legal entities of the participating countries concerned. Operating at a local (regional) level, the exercise scenarios shall not involve activating the mechanism, but shall focus on cross-border critical infrastructure (tunnels, bridges, pipelines, electrical transmission lines, etc.) or potential sources of hazards (dam, nuclear or chemical plants, offshore installations, etc.).

¹⁰ Commission Implementing Decision C(2014)7489 final, in particular Annexes II and III.

¹¹ SWD(2012) 169 final

- Concrete outputs may include, for example, the joint design, development and implementation of innovative civil protection and marine pollution activities, including procedures, techniques, tools, plans, etc. They may also include the transfer or the adaptation of existing features from other geographical or thematic contexts.

For more information about EU disaster risk management:

http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/prevention-preparedness_en.pdf

http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/disaster_risk_management_en.pdf

For more information about EU financed projects:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection-europe/selected-projects>

BUDGET AVAILABLE

The total budget earmarked for the co-financing of preparedness projects:

- A) Internal Budget item: EUR 2 800 000** for projects covering the participating states in the EUCP Mechanism
- B) External Budget item: EUR 1 450 000** for projects covering the enlargement countries and the European Neighbourhood Policy countries.

Applicants have to choose which budget item to apply for, in line with the objectives and participants, and indicate this clearly in their project proposal.

The maximum EU co-funding rate is up to **75 %** of total eligible costs per proposal with a maximum EU contribution of EUR **800 000** for each proposal financed.

The beneficiaries need to guarantee that the remaining **25%** of the total eligible cost come from sources other than the EU grant. This needs to be complied with at the level of the project.

The Commission reserves the right not to grant all the funds available.

Section III

4. TIMETABLE

	Stages	Date and time or indicative period
a)	Publication of the call	30/01/2015
b)	Deadline for submitting applications	08/04/15, 23.59 (16.00 CET in case of hand delivery)
c)	Evaluation period	April-June 2015
d)	Information to applicants	July-September 2015
e)	Signature of grant agreement	September-October 2015
f)	Starting date of the project	January 2016

5. ADMISSIBILITY REQUIREMENTS

- a) Applications must be sent no later than the deadline for submitting applications referred to in the chapter 15.
- b) Applications must be submitted in writing¹² (see chapter15), using the application form available at: <http://ec.europa.eu/echo/node/2667>
- c) Except for dates and signatures, the information on the application forms may not be hand-written. Please note that the links in Forms A9 (Legal Entities Form) and A10 (Financial Identification Form) lead to web applications that can be typed and printed).
- d) Applications must be submitted in one of the official languages of the European Union.

However, in order to facilitate an assessment by the evaluators, an English translation should accompany any proposal written in another language.

Applicants may request a different language version of any document published for this call, which is necessary for responding to the call. However, if such a request is made, the deadline for submission of proposals may have to be postponed until the translation of the requested document has been completed, which might considerably delay the whole process of submission and evaluation of proposals. Please note in this regard that it is of utmost importance that the evaluation and selection process under this Call for proposal are completed in due time, as otherwise the available budget may be lost (at least partially), being that according to the EU Financial Regulation, budgetary appropriations available for this Call for proposals must be committed in 2015.

¹² Art. 131 FR.

- e) Number of copies of the proposal – two printed paper copies (one original clearly identified as such, plus one copy) and an electronic version of the application (for more details, see chapter 15).
- f) All forms must be returned (if a specific form is not applicable in view of the project type/content, please mark ‘not applicable’ or ‘N/A’ on the form.)
- g) All forms must be signed (where required, the application forms should be completed with a date and signature in such a way that the status and full name of the signatory are clearly identifiable).

Failure to comply with a) to d) criteria will lead to the rejection of the application.

Failure to fully comply with criteria e) to g) may lead to a rejection of the application.

6. ELIGIBILITY CRITERIA¹³

6.1 ELIGIBILITY CONDITIONS

In order to be eligible for the award of a grant under this Call, the proposed projects need to comply with the following conditions:

- if financed under the **internal budget item**: projects shall be designed and implemented by transnational partnerships involving at least **two** entities from different Participating States or an international organisation in cooperation with a Participating State; (*i.e.* the Coordinator who will submit the application on behalf of the Partnership + at least one other distinct legal entity). The results of the project shall be relevant for the Participating States and the EU.
- if financed under the **external budget item**: the projects shall involve entities from at least **one** enlargement country or Neighbourhood Policy country as primary beneficiaries and an entity from at least **one** Participating State or an international organisation as the Coordinator. The results of the project **shall be mainly for the benefit of the enlargement countries and the European Neighbourhood Policy countries** and relevant for the EU.

6.2 ELIGIBLE BENEFICIARIES¹⁴

- a) In order to be eligible for the award of a grant, beneficiaries must:
 1. be legal persons,
 2. belong to one of the following categories: private entities, public entities, or international organisations as defined by Article 43 of the Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union ('Rules of Application').

¹³ Art. 131 FR, 201 RAP.

¹⁴ The eligibility criteria formulated in Commission notice Nr.2013/C-205/05 (OJEU C-205 of 19/07/2013, pp. 9-11) shall apply for all actions under this Call for proposals including with respect to third parties referred to in article 137 of the EU's Financial Regulation.

3. be established in one of the European Civil Protection Mechanism (EUCPM) Participating States.
4. for projects under the External budget item, be established in eligible third countries which are:
 - The EU enlargement countries: Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia*, Montenegro*, Kosovo¹⁵, Serbia and Turkey;
 - Eastern Neighbourhood countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine;
 - Southern Neighbourhood countries¹⁶: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia.

Important: eligible entities from third countries can participate in the implementation of projects under the External budget item but cannot act as the Coordinator. Therefore, applications submitted by third countries which are not Participating States to the Mechanism will be considered ineligible.

5. be directly responsible for the preparation and management of the project with other beneficiaries, i.e. not acting as an intermediary;
6. notify their national competent authority (**applicable only to the coordinator**) of their proposal in order to ensure consistency between activities financed at EU level and national civil protection and marine pollution policies. With the proposal, the coordinator **must enclose supporting documents (Form A8) showing that the relevant national authority has been notified in writing before submitting the proposal to the Commission. This does not apply to international organisations or applicants which themselves are the national competent authority.**

For the list of **national central civil protection authorities** recognised by the European Commission, see:

http://ec.europa.eu/echo/civil_protection/civil/vademecum/menu/5.html#nataut
<http://2.ipacivilprotection.eu/index.php/project-participants/participating-countries>
<http://euroeastcp.eu/en/partner-countries.html>
<http://www.euromedpprdsouth2.eu/en/30-contact/61-country-cp-cd/>

Applicants submitting proposals related to marine pollution must notify **national maritime authorities**. The list of the National Maritime Authorities is published together with the call for proposal application forms here:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>

* Until such time that the respective Agreements for participation in the Union Civil Protection Mechanism between the European Commission and the former Yugoslav Republic of Macedonia and Montenegro enter into force, these two enlargement countries may benefit from funding under this Call only under the external budget item. If the respective agreements were to enter into force before the expiry of the deadline for submitting applications under this Call, they may be eligible for funding also under the internal budget item.

¹⁵ This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

¹⁶ Participation of Syria is currently suspended.

The entities eligible for funding under this Call may take one of the following roles in the project:

- The **coordinator** will submit the application and will be the only 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 will receive the Union financial contribution and will be responsible to ensure its distribution among the other beneficiaries. The coordinator must as well be involved in the technical implementation of the project. It cannot act, in the context of the project, as a sub-contractor to one of its beneficiaries.

- A **beneficiary** must contribute technically to the project and hence be responsible for the implementation of one or several project activities. It cannot act, in the context of the project, as a sub-contractor to the coordinator or to other beneficiaries. It must do everything in his power to help the coordinator fulfil its obligations under the grant agreement. In particular, it must provide the coordinator with all the necessary documents and information (technical or financial) required for the reporting to the Commission.

Actions may have up to 3 other types of participants in their implementation and/or funding:

- affiliated entity(ies);
- co-financer(s);
- sub-contractor(s).

Entities affiliated to the coordinator/beneficiaries may take part in the Action, provided that they also comply with the eligibility and exclusion criteria applicable to other applicants. Affiliated entities are legal entities having a legal or capital link with the Beneficiaries, which is neither limited to the Action nor established for the sole purpose of the implementation of the Action. This may include, among others, members of the same association, federation, grouping, etc.. Such entities may also declare eligible cost and for this purpose, if applicable, applicants shall identify affiliated entities in the application forms when submitting the proposal.

A project **co-financer** only contributes to the project with financial resources, originating from a source other than the Union grant, has no technical responsibilities and **cannot** receive parts of the EU financial contribution. Furthermore it cannot act, in the context of the project, as a sub-contractor to any of the project beneficiaries.

For specific tasks of a fixed duration necessary for the implementation of the Action, the Beneficiaries may also have recourse to contractors/sub-contractors, which provide goods/works/services on the basis of procurement contracts. Sub-contractors cannot act as Beneficiaries or vice-versa.

6.3 ELIGIBLE ACTIVITIES

Eligible activities are the ones set out under chapters 2 and 3 of this call for proposals.

Actions must be implemented by a Partnership of eligible entities (see Chapter 6.1 above).

Prevention and preparedness projects must clearly demonstrate that they are **complementary** to the efforts already made in the relevant countries within the specific scope of the project. Therefore, applicants are asked to describe these complementarities in the project proposal. (Form T1)

In addition to activities proposed under this call both in the frames of prevention and preparedness projects which are to be funded under the External budget item should be complementary to and should not overlap with activities financed through the European Neighbourhood Instrument and through the Instrument for Pre-Accession Assistance.

Furthermore, applicants are invited to take into account the results of previous national and EU projects and activities. In particular, they should not duplicate the projects financed under the Decision No 1313/2013/EU.

Prevention and preparedness projects should be complementary and take stock of prior achievements in the field, including disaster risks reduction actions, climate change adaptation achievements, or activities implemented under the Hyogo Framework for Action¹⁷, (among them actions co-financed by the European Agricultural Fund for Rural Development, the European Regional Development Fund, the Cohesion Fund, Life+, the ICT Policy Support Programme, the Seventh Research Framework Programme, the Instrument for Pre-Accession Assistance and the European Neighbourhood Instrument).

Applicants should also take into account the results of projects supported by other European programmes, as appropriate.

For an overview of other calls and completed or on-going European projects and activities you can, for example, consult the following websites:

Civil Protection:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection-europe/selected-projects>

<http://euroeastcp.eu/en/>

<http://euromedcp.eu/>

<http://2.ipacivilprotection.eu/>

Research:

<http://cordis.europa.eu/fp7/ict/>

Regional Development:

http://ec.europa.eu/regional_policy/thefunds/access/index_en.cfm

Environment:

¹⁷ http://www.unisdr.org/files/1217_HFABrochureEnglish.pdf

<http://ec.europa.eu/environment/life/project/Projects/index.cfm>

Home Affairs:

http://ec.europa.eu/dgs/home-affairs/financing/fundings/security-and-safeguarding-liberties/internal-security-fund-police/index_en.htm

DG Enterprise

http://ec.europa.eu/enterprise/index_en.htm

Activities not covered by the present call

The present call does not cover activities already covered by other specific calls for proposals or calls for tender, such as EU Mechanism training courses, Civil Protection Mechanism exercises and exchanges of experts. Therefore, activities whose sole purpose is (for example) the development of EU training courses or the Civil Protection Mechanism exercises will not be eligible for financing under this call, but may apply under other specific calls, also published on the Civil Protection website of the European Commission:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection>

7. EXCLUSION CRITERIA

EXCLUSION FROM PARTICIPATION¹⁸

Applicants will be excluded from participating in the Call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the European Commission can justify including by decisions of the European Investment Bank and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Belgium or those of the country where the Grant Agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal

¹⁸ Art. 106 FR.

organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;

- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation¹⁹.

EXCLUSION FROM AWARD²⁰

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

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresenting the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- (c) find themselves in one of the situations of exclusion, referred to in chapter 7.1.

The same exclusion criteria apply to affiliated entities.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, that are guilty of misrepresentation.

The Coordinator and the Co-beneficiary must sign a declaration on their honour certifying that they are not in one of the situations referred to by filling in the relevant form (A2)²¹.

8. SELECTION CRITERIA²²

FINANCIAL CAPACITY²³

The beneficiaries must have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is carried out or the year for which the grant is awarded and to participate in its funding. In order to ensure this the Commission will assess individually the financial capacity of each of the beneficiaries against their estimated share of the requested EU grant.

The verification of the financial capacity **shall not apply to** public bodies such as **national, regional and local authorities and International Organisations**.

The financial capacity will be assessed on the basis of the following supporting documents to be submitted as part of the Application **by each of the potential beneficiaries**:

- a declaration on honour (Form A2 for the Coordinator and Form A3 for the Co-Beneficiaries),

¹⁹ REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298 , 26.10.2012, p.1

²⁰ Art. 107 FR.

²¹ Art. 197 RAP.

²² Art. 132 FR, 202 RAP.

²³ Art. 131, 132 FR, 202 RAP.

- the profit and loss account and the balance sheet for the 2 last financial years for which the accounts were closed. For newly created entities, the business plan might replace these documents; and
- the Financial Viability Form provided, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

If on the basis of the documents submitted, the Commission considers that financial capacity is not satisfactory, it may:

- request further information;
- propose an enhanced financial responsibility regime, *i.e.* joint and several responsibility without any ceiling per beneficiary;
- propose a Grant Agreement with a pre-financing paid in instalments;
- propose a Grant Agreement with a pre-financing covered by a bank guarantee;
- propose a Grant Agreement without pre-financing;
- reject the application.

PRE-FINANCING GUARANTEE²⁴

In the event that the applicants' financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of a project who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

FINANCIAL RESPONSIBILITY

Within a multi-beneficiary grant, the operational and financial risks may be shared. In line with Article II.26.3.c of the General Conditions, the beneficiaries are jointly and severally liable up to the value of the contribution that the beneficiary held liable is

²⁴ Art. 134 FR, 206 RAP.

entitled to receive. This contribution is to be indicated in the estimated budget breakdown.

Alternatively, if foreseen in the Grant Agreement, the beneficiaries may be held jointly and severally liable for any amount due to the Commission by any one of them, up to the maximum amount specified in Article I.3 of the Grant Agreement (i.e. joint and several responsibilities without a ceiling per beneficiary). When applicable, the beneficiaries shall also be jointly and severally liable for interest on late payments.

OPERATIONAL CAPACITY²⁵

The beneficiaries must have the professional competencies as well as the qualifications necessary to complete the proposed project.

The purpose of the verification is therefore to assess whether each applicant has the professional competencies and qualifications required to complete the action.

The operational capacity of each individual entity:

- the Coordinator must possess sufficient experience in managing EU/trans-national projects of a volume similar that of the proposed action;
- the Co-beneficiary should demonstrate that they have project management experience proportionate to the tasks assigned to them in the proposal.

The assessment will be based on the documents submitted as part of the Application and in particular:

- the declaration on honour of the Coordinator (Form A2) and of each Co-beneficiary (Form A3);
- activity reports of the co-ordinator and each co-beneficiary for the year preceding the project submitted for Union funding including sufficiently detailed information which allows the Evaluation Committee to assess the operational capacity;
- Curriculum vitae or description of the profile of the key project staff primarily responsible for managing and implementing the project, preferably using the model provided at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>
- an exhaustive lists of previous projects and activities performed and connected to the objectives and results of this call (Form A7).

9. AWARD CRITERIA²⁶

Eligible proposals that meet the admissibility, eligibility and selection criteria will be assessed and ranked on the basis of the award criteria listed below. Proposals must obtain at least **70% of the total available points** in order to be considered for funding.

²⁵ Art. 131 FR, 202 RAP.

²⁶ Art. 132 FR, 203 RAP.

Funding will be awarded to proposals with the highest scores in order of merit, taking into account policy priorities and within the limits of the available budget for this call for proposals.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to projects which maximise the overall effectiveness of the Call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover such aspects as the relevance of the project, its consistency with the objectives of the Call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Eligible applications will be assessed on the basis of the following criteria (maximum awarded points per criterion):

Award criteria

- **Understanding:** clarity and consistency of rationale, objectives and planning. The Coordinator and Co-beneficiaries have fully understood the objectives and strategic and legislative context of the call and have designed the project accordingly;
- **Methodology:** description of ways and means of implementing the project and producing the expected results (theoretical background, operating procedures, schedules, constraints, assumptions, risks). There are logical links between the identified problems, needs and solutions proposed (Logical Frame Concept). Feasibility of the project within the proposed time frame;
- **Cost effectiveness:** the proposed budget is sufficient for proper implementation and the project is designed so as to ensure the best value for money, also taking into account the expected results and deliverables;
- **European dimension:** the expected results come from transnational work, serve the interest of a large number of participating states/eligible third countries and could be efficiently reproduced and/or transferred to other participating states/eligible third countries, regions or organisations.

1. Understanding (max 25 points)

This criterion serves to assess whether the applicant has fully understood the objectives of the call and the nature of the project. "Understanding" refers to how well the proposed project addresses the aims and the expected results as stated in chapters 2.1 and 3.1 of the Guide for applicants. The following sub-criteria will be applied:

1.1) Purpose and context (max 8 points)

Is the pre-operational situation properly described? What is the issue/challenge/gap the proposal is supposed to address? Why is it necessary to deal with this situation?

1.2) Relevance and objectives(max 7 points)

Are the activities of the proposal linked with the objectives/priorities of the call? Is there a link to the Union Civil Protection Mechanism?

1.3) Clarity (max 5 points)

Are the activities properly described and the necessary resources identified?

<p>1.4) <i>Results (max 5 points)</i></p> <p>Are the results clearly described? Have the potential final beneficiaries been identified?</p>
<p>2. Methodology and feasibility (max 25 points)</p> <p>This criterion serves to assess whether the proposed methods are suitable for proper project implementation and for achieving the objectives and results. The following sub-criteria will be applied:</p>
<p>2.1) <i>Organisational structure/Methodology (max 6 points)</i></p> <p>Are the proper bodies (management group and other structures) and procedures in place to secure monitoring, decision making, and control of the progress of the project?</p>
<p>2.2) <i>Means for implementation (max 7 points)</i></p> <p>Is it clearly stated how, when and by whom each activity will be undertaken? Are the necessary means (personnel, equipment, etc.) proposed for the proper implementation? Has it been secured that the necessary means will be available? Is there a clear, logical link between problems, objectives, activities and expected results?</p>
<p>2.3) <i>Project time schedule/planning (max 6 points)</i></p> <p>Is the time-frame realistic, given the resources available? Have the reporting obligations to the Commission been included? Are the aims pursued within the scope of the beneficiary and the associate beneficiaries? Are the lists of deliverables and milestones comprehensive and consistent with the expected results?</p>
<p>2.4) <i>Constraints and quality control measures (max 6 points)</i></p> <p>Are the potential difficulties (constraints) correctly assessed/identified and have sufficient preparations been made to pre-empt them (risk analysis)?</p> <p>Have the critical actions for the implementation of the project being identified? Has the interdependence of actions been identified?</p>
<p>3. Cost effectiveness (max 25 points)</p> <p>This criterion serves to assess whether the proposed budget is suited for proper project implementation and for the expected results. The proposal will be evaluated towards the above criterion by assessing its compliance with the following sub-criteria:</p>
<p>3.1) <i>Rationality (max 8 points)</i></p> <p>Is the proposed budget well-structured and rational? Have all the costs for the project actions been clearly identified and quantified? Can such costs be concretely documented? Are costs and contributions clearly and correctly listed?</p>
<p>3.2) <i>Justification & Coherency (max 8 points)</i></p> <p>Is the budget justified? Are the costs adequate for the actions and means proposed and the expected results? Is there any cheaper option? Are there any useless expenses?</p>
<p>3.4) <i>Good value for money (max 9 points):</i></p> <p>Are the resources appropriate for the activities, means proposed and the expected results (i.e. is the project cost-efficient?)</p>
<p>4. European added value (max 25 points) regarding proposals for the <u>Internal budget item</u></p>

This criterion serves to assess whether the proposed project has a European dimension, i.e. the expected result would ensure broad participation of the participating states and serve the interest of more countries participating in the Union Civil Protection Mechanism. The European dimension is not expressed merely by the number of the participating states participating in the project in general but also by the importance, applicability/transferability and the relevance of the results for the participating states and the EU. Therefore, the proposals will be evaluated against the following sub-criteria:

4.1) Participation (max 8 points):

Is the required minimum number of entities/countries involved in the proposed project?

What is the total number of countries involved?

2 countries (C+B) = 6 points, 3 countries = 7 points, 4 countries or more = 8 points

4.2) Dissemination and transferability of results (max 9 points)

Could the results also apply to different contexts (geographical, sectoral ...)?

Would the expected results have relevance for more than one participating state?

How will the results be disseminated?

4.3) Sustainability of results(max 8 points)

Are the results of a project sustainable and is a follow up foreseen?

4. European added value (max 25 points) regarding proposals for the External budget item

This criterion serves to assess whether the proposed project has a European dimension, i.e. the expected result would ensure broad participation of eligible third countries and participating states and serve the interest of more eligible third countries and enhance their cooperation with the Union Civil Protection Mechanism and the participating states. The European dimension is not expressed merely by the number of eligible third countries/participating states participating in the project in general but also by the importance, applicability/transferability and the **relevance of the results for the eligible third countries** and the EU. Therefore, the proposals will be evaluated against the following sub-criteria:

4.1) Participation (max 8 points):

Is the required minimum number of entities/countries involved in the proposed project?

What is the total number of countries involved?

2 countries (C+B) = 6 points, 3 countries = 7 points, 4 countries or more = 8 points

4.2) Dissemination and transferability of results (max 9 points)

Could the results also apply to different contexts (geographical, sectoral ...)?

Would the expected results have relevance for more than one eligible third country?

How will the results be disseminated?

4.3) Sustainability of results (max 8 points)

Are the results of a project sustainable and is a follow up foreseen?

Point system

A grading system with a maximum of hundred (100) points is used according to the following point system:

Max 5 points: Unsatisfactory = 1, poor = 2, average = 3, good = 4, excellent = 5
Max 6 points: Unsatisfactory = 1, poor = 2, average = 3-4, good = 5, excellent = 6
Max 7 points: Unsatisfactory = 1-2, poor = 3, average = 4-5, good = 6, excellent = 7
Max 8 points: Unsatisfactory = 1-2, poor = 3, average = 4-5, good = 6-7, excellent = 8
Max 9 points: Unsatisfactory = 1-2, poor = 3-4, average = 5-6, good = 7-8, excellent = 9

To qualify for selection, the proposals must obtain at least 70 points (70%), out of a possible maximum of 100 points (100%), **and (50%) of the points allotted for each criterion (for example: the maximum number of points available for European added value is 25; 50% of the points allotted for this criteria is 12,5).**

A proposal should be clear, coherent, realistic and feasible in terms of activities, timetable, budget and value for money. It should show a clear link between the project objectives, the proposed activities and their expected results. All activities should be properly described and quantified. All costs and contributions should be clearly identified and described in the financial forms. Costs should be reasonable.

All the proposals are evaluated by an Evaluation Committee against the above outlined set of criteria; i.e. the proposal must pass the admissibility requirements, satisfy the eligibility criteria, not fall under any of the exclusion situations listed above, and comply with the selection criteria.

The Evaluation Committee then draws up a list of merit, on the basis of which the Authorising Officer adopts a final list for allocation of the grants. If the total requested amount of all the pre-selected technically sufficient projects exceeds the total indicative budget available, the proposals will be ranked according to the total points given to them. The Evaluation Committee will propose that the Authorising Officer selects those projects with higher ranking according to the available budget.

THE AWARD DECISION

Upon completion of the above procedure, the Authorising Officer will take the final decision on the project proposals to be co-financed including the respective maximum financial amount and the rate of co-financing granted.

The grant amount requested **for the implementation of an individual project shall be maximum 800.000 EUR**. Financial contribution from the European Union cannot exceed **75 %** of the total eligible costs of the action.

The same applicants can apply for co-funding of several distinct projects. An organisation can participate in several projects, but it should have sufficient financial and operational capacity to meet its obligations in all the projects if they were all awarded a grant.

The Commission reserves the right

- not to distribute all the funds available;
- to award a grant lower than the amount applied for;
- to remove or decrease the value of some expenditure listed in the Budget Form, if they are deemed as ineligible, unjustified, not explicitly related to the project or considered excessive.

The award decision does not represent a legal or financial commitment on the part of the Commission. The award of each grant is subject to the conclusion of a Grant Agreement in writing.

Beneficiaries should take note that no further budget negotiation will take place after the Commission has taken the award decision and that the amount of the awarded grant may be less than the amount applied for. Therefore, the Estimated Budget submitted with each application must be sound and reliable, as well as reflect real, reasonable and justifiable costs. When preparing the budget and filling out the Budget Form the instructions of the Guide for Applicants should be strictly followed.

For beneficiaries of a grant under this call, a **pre-financing payment of 70%** will be made after the signature of the grant agreement by both parties and in accordance with its terms (subject to sufficient payment appropriations made available by the Budgetary Authority). The Commission may require the Coordinator to lodge a bank guarantee in advance to limit the financial risks connected with the payment of the pre-financing.

The exact calculation of the final amount of the grant will be done when the project has ended on the basis of supporting documents provided in the application.

With the introduction of the new Financial Regulation, interests on pre-financing are no longer due to the EU budget and therefore do not have to be declared at the end of the project and will not be taken into account for the calculation of the non-profit rule.

10. IMPORTANT

1. Choose just one; prevention **or** preparedness, **not both** as each has its specific priorities and budget.
2. Choose just one; Internal **or** External budget item.
3. The project must not receive any financial support under other EU financial instruments.
4. Proposals must fall within the scope of this call (see chapters 2 and 3).
5. The EU financing rate can amount to a maximum of 75% and is to fall within the limits of the EU contribution (EUR 800 000 per proposal).
6. The beneficiaries need to make sure that the remaining 25 % of the total eligible cost come from sources other than the EU grant (*i.e.* from the financial contributions by the Beneficiaries from income generated by the action, or from financial contributions from Co-financiers). Provided that this is complied with at the level of the project, the Commission does not require a financial contribution from each beneficiary.
7. **Actions must be implemented by a Partnership of eligible entities:**
 - a. Projects financed under the **internal budget** item are designed and implemented by transnational partnerships involving at least **two** entities from different Participating States or an International Organisation in cooperation with a Participating State.
 - b. Projects financed under **external budget** item involve entities from at least **one** enlargement country or Neighbourhood Policy country as primary beneficiary and an entity from at least **one** Participating State or an international organisation as a lead consortium partner (Coordinator);
8. Projects demonstrate that they are complementary to existing efforts in the eligible countries.

9. The maximum initial duration of projects selected under this call is **24 months**.

11. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement will be drawn up; detailing the conditions and level of funding expressed in euros and will be sent to the coordinator. The coordinator will also be notified of the procedure to follow so as to formalise the obligations of the parties. The two copies of the original agreement will be signed first by the Commission. The coordinator will then sign it and shall return the signed copy to the Commission immediately. The grant agreement will enter into force when both parties have signed it.

Please note that the award of a grant does not establish an entitlement for funding for subsequent calls for proposals.

12. FINANCIAL PROVISIONS

GENERAL PRINCIPLES

- a) Non-cumulative award²⁷: An action may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, Applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.
- b) Non-retroactivity²⁸: No grant may be awarded retroactively for projects already completed. A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the grant agreement is signed. In such cases, costs eligible for financing may in principle not have been incurred prior to the date of submission of the grant application²⁹.
- c) Co-financing³⁰: The funding under this call is provided based on the co-financing principle: the resources which are necessary to carry out the action may not be entirely provided by the EU budget. The EU co-financing cannot constitute more than 75% of overall eligible project costs. Consequently, at least 25% of the total eligible costs should be covered from resources different than the budget of the EU.

The own co-financing of the action may take the form of: a) the beneficiaries' own resources, b) income generated by the action, c) financial contributions from third parties. Applicants must fill out the relevant sections of the Grant Application Form and indicate the same information in the Budget Form.

²⁷ Art. 129 FR.

²⁸ Art. 130 FR.

²⁹ Under the applicable Financing Decision, expenditure incurred before the date of submission of the grant application may be eligible for Union funding only where the specific subject matter of a given Action is directly related to an ongoing or imminent emergency and thus the activities thereunder are to be undertaken as a matter of extreme urgency.

³⁰ Art. 125 FR, 183 RAP.

Co-financing **may not take the form of in-kind contributions**, i.e. non-financial resources made available free of charge for the purposes of the project. The corresponding costs are not eligible.

- d) Balanced budget³¹: The estimated budget of the project is to be attached to the application form. It must have revenue and expenditure in balance. The budget must be drawn up in euros.

Applicants foreseeing that costs will not be incurred in euros shall use the exchange rate published on the InforEuro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

- e) Implementation contracts/subcontracting³²

Where the implementation of the project requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retaining the documentation for the event of an audit.

Sub-contracting, *i.e.* the externalisation of specific tasks or activities which form part of the project as described in the proposal, must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the project; in this respect, the Coordinator cannot subcontract its coordination tasks;
- it must be justified having regard to the nature of the project and what is necessary for its implementation;
- it must be clearly stated in the proposal.

FORM OF GRANTS³³

Grants are calculated on the basis of eligible cost actually incurred by the beneficiaries, subject to a detailed estimated budget submitted with the proposal and indicating clearly the costs that are eligible for EU funding. Amounts are indicated in euros.

- Maximum amount requested

The EU grant is limited to a maximum co-funding rate of **75% of eligible costs with an EU contribution up to a maximum of EUR 800 000 for each proposal financed.**

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the EU grant (see chapter 12.1.c).

- Contributions in kind³⁴

In-kind contributions are non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs are not eligible.

³¹ Art. 196.2 RAP.

³² Art. 137 FR, 209 RAP.

³³ Art. 123 FR, 181 RAP.

³⁴ Art. 127 FR.

Contributions in kind constitute external contributions in order to cover other costs necessary to carry out the project. Such contributions must not exceed:

- either the costs actually borne and duly supported by accounting documents; or
- in the absence of such documents, the costs generally accepted on the market in question.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the project. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes.

In-kind contributions shall comply with national tax and social security rules.

Eligible costs³⁵

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- ✓ they are incurred during the duration of the project, with the exception of costs relating to final reports and audit certificates;
- ✓ The period of eligibility of costs will start as specified in the grant.
- ✓ If a beneficiary can demonstrate the need to start the project before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see chapter 12.1.b).
- ✓ they are indicated in the estimated budget of the project;
- ✓ they are necessary for the implementation of the project which is the subject of the grant;
- ✓ they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- ✓ they comply with the requirements of applicable tax and social legislation;
- ✓ they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

Eligible direct costs

The eligible direct costs for the project are those costs which, **with due regard for the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the project and which can therefore be booked to it directly, such as :

- The costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the project, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration,

³⁵ Art. 126 FR.

including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;

- 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;
- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc.) provided that these costs are in line with the beneficiary's usual practices;
- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc.), provided that these costs are in line with the beneficiary's usual practices on travel;
- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the Commission.
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by implementation contracts awarded by the beneficiaries for the purposes of carrying out the project, provided that the conditions laid down in the grant agreement are met;
- costs arising directly from requirements linked to the implementation of the project (dissemination of information, specific evaluation of the project, translations, reproduction);
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required by the agreement;
- costs relating to external audits where required by the agreement in support of the requests for payments;

Eligible indirect costs (overheads)³⁶ A flat-rate amount of 7% of the total eligible direct costs of the project is eligible under indirect costs, representing the beneficiary's general administrative costs.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are not eligible under specific projects.

Ineligible costs

In addition to any other costs which do not fulfil the eligibility conditions, the following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;

³⁶ Indirect costs do not apply to operating grants.

- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by a beneficiary and covered by another project receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an project awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure;
- deductible value added tax ("VAT"). For public law bodies established in the EU, VAT paid in relation to activities that these bodies carry out as public authorities will always be ineligible, unless said activities are listed in Article 13(2) of the Council Directive 2006/112/EC of 28 November 2006 on the common system of value added tax³⁷ (see more concerning VAT in chapter 17, part 1).

CALCULATION OF THE FINAL GRANT AMOUNT

The final amount of the grant to be awarded to the beneficiary is established after completion of the project, upon approval of the request for payment containing the following documents³⁸:

- a final report providing details of the implementation and results of the project;
- the final financial statement of costs actually incurred,

EU grants may not have the purpose or effect of producing a profit within the framework of the project. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the Commission shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the project.

PAYMENT ARRANGEMENTS ³⁹

A pre-financing payment⁴⁰ corresponding to **70%** of the grant amount will be transferred to the coordinator within 30⁴¹ days of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received (if applicable). The final payment of **up to 30 %** of the EU contribution will be made upon the submission by the coordinator of the final payment request and the supporting documents (the final technical and financial report).

The Commission will establish the amount of the final payment to be made to the coordinator on the basis of the calculation of the final grant amount (see chapter 12.3). If the total of earlier payments is higher than the final grant amount, the beneficiaries will be required to reimburse the amount paid in excess by the Commission through a recovery order⁴².

³⁷ OJ L 347/1, 11. 12. 2006.

³⁸ Art. 135 FR.

³⁹ Art. 90, 135 FR, 207 RAP.

⁴⁰ Art. 109, 110 RAP.

⁴¹ Art. 92 FR.

⁴² Art. 109, 110 RAP.

13. PUBLICITY BY THE BENEFICIARIES

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at <http://www.echo-visibility.eu/standard-visibility/visual-identity/>

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

BY THE COMMISSION⁴³

All information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than on **30 June** of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary;
- subject of the grant;
- amount awarded.

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

14. DATA PROTECTION

The reply to any Call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.⁴⁴ Unless indicated otherwise, the questions and any personal data requested are necessary to evaluate the application in accordance with the specifications of the Call for proposal and will be processed solely for that purpose by the Commission.

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

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

⁴³ Art. 35, 128.3 FR, 21, 191 RAP.

⁴⁴ OJ L 8, 12.1.2001, p. 1.

- http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm,

or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the coordinator in accordance with the formal requirements and by the deadline set out in the chapter 15.

No modification to the application is allowed once the deadline for submission has elapsed. However, if due to an obvious clerical error the applicants fails to submit evidence or make statements and there is thus a need to clarify certain aspects of the application, the Commission shall, except in duly justified cases, ask the applicant during the evaluation process to provide the missing information or clarify the supporting documents, provided that this information or clarifications do not substantially change the proposal.⁴⁵.

➤ Submission format

Application forms are available at

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>

These application forms shall be duly filled in by the applicants, dated, and where applicable signed by the person authorised to enter into legally binding commitments on behalf of the applicants.

The applications shall be **submitted in TWO printed copies** (one original clearly identified as such, plus **one** copy) in A4 size, according to the order indicated here below and in chapter 19.

Together with the paper proposal, applicants should additionally provide an **electronic version** of the full application on a USB stick containing 2 versions:

- Word and Excel version (specifically, the financial forms are to be submitted in Excel and the A and T forms in Word – if applicable-) titled with the assigned number and name of the forms.
- a single PDF document containing the full application (i.e. a single scan of the printed version).

The documents contained in the application shall be presented in the following order:

1. Forms A (and related documents for CO, BE1, BE2, BE3...)
2. Forms T
3. Forms F + Financial Viability Form
4. Annexes/Supporting Documents (For Coordinator: Curriculum vitae, Annual Activity report, List of member of the management Board, Balance sheet etc. For

⁴⁵ Art. 96 FR.

BE1: Curriculum vitae, List of member of the management Board, Balance sheet etc. BE2...) Documents to be attached as mentioned under chapter 16.

Please ensure that within each section (A – T – F – Annexes/Supporting Documents) the documents provided are numbered and organised in the order of their respective numbering.

Please provide a table of content of the entire application, including the Supporting Documents, showing the order of documents as organised in the printed version.

The Coordinator will be informed in writing about the results of the selection process.⁴⁶

APPLICANTS SHALL SUBMIT PROPOSALS

a) either by post (registered mail with return receipt) or by courier **no later than 08/04/2015**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to

*European Commission
ECHO A.5 "Civil protection policy, Prevention, Preparedness and Disaster
Risk Reduction Unit"
L-86 07/05
BE-1049 Brussels*

b) or delivered by hand **no later than 16.00 CET** (receipt by the Central Mail Service of the Commission) **on 08/04/2015, to**

European Commission
Central Mail Service
OIB 4
Avenue du Bourget, 1
BE-1140 Brussels

The outer envelope must bear the title: "**Call for proposals for prevention and preparedness projects 2015**", and the words "**Not to be opened before the opening session**".

Applications sent by fax or e-mail will not be accepted. Applications may not be hand-written.

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

➤ Contacts:

Questions of clarification may be sent by e-mail not later than 31/03/2015 to ECHO-CP-P&P@ec.europa.eu

The Commission has no obligation to provide further clarifications after this date. Replies will be given not later than 01/04/2015. In the interest of equal treatment of applicants, the Commission cannot give a prior opinion on the eligibility of an applicant, a partner, a project or specific activities. Questions that may be relevant to other applicants, together with the answers (Q&A), will be published on the internet at

⁴⁶ Art. 133 FR, 205 RAP.

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

ACKNOWLEDGEMENT OF RECEIPT

Once a proposal has been received and registered by the Commission, an acknowledgement of receipt will be dispatched to the applicant in three weeks after the closing date of the present Call for proposals. Applicants that have not received an acknowledgement of receipt by e-mail within three weeks after the closing date should contact ECHO by e-mail: ECHO-CP-P&P@ec.europa.eu.

16. OBLIGATORY SUPPORTING DOCUMENTS

Prior to the submission of the application, applicants must verify that their application is complete, *i.e.* that in addition to the relevant forms, the application also contains the requisite supporting documents.

Please note that incomplete applications may be rejected (see Chapter 5 above).

The following table summarises the necessary obligatory supporting documents:

	Coordinator		Co-beneficiaries	
	Private	Public	Private	Public
Annual activity report or list with description of activities carried out by the applicant in the previous year (in case annual activity report is not established)	✓	✓	✓	✓
Curriculum Vitae of all relevant professional staff involved in the project	✓	✓	✓	✓
List of the members of the management or executive board	✓		✓	
Balance sheet and the profit and loss account of the last 2 financial years (for newly created entities: a business plan)	✓		✓	
Articles of association (for private entities with the legal form of an 'association')/Official Statute/Copy of Certificate of Legal Registration (whichever applicable)*	✓		✓	
A copy of some official document (Official Gazette, company register, etc.) showing the name of the legal entity, the address of the head of office and the registration number given to it by the national authorities.*	✓		✓	

A copy of the VAT registration document (if the VAT number does not appear on the official document referred to in the previous row)*	✓		✓	
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. *	✓		✓	
A copy of the VAT registration document (if the VAT number does not appear on the official document referred to in the previous row)*	✓		✓	

ATTENTION: A beneficiary already registered as a Legal Entity in the **Commission database does not need to submit the supporting documents mentioned above, only fill in the Legal Entity Form (Form A9).*

1. Legal entities form

Form A9 is a template of the Legal Entities form which is available on the website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

For Beneficiaries (Coordinator and Co-Beneficiaries) that are **not yet registered as a Legal Entity in the Commission database**, the legal entity form should be accompanied by copies of the supporting documents, as requested at the bottom of the form itself (see the above mentioned Legal Entity form link).

2. The annual activity report or list and description of activities carried out by the applicant in the previous year (in case the annual activity report is not established)

The annual activity report/ a description of activities (in cases where the annual activity report is not established) to be submitted is to correspond to one for the most recent completed accounting period and is to be provided by all the Beneficiaries (Coordinator and Co-Beneficiaries).

3. List of members of the management or executive board

For private Beneficiaries (public entities in the role of the Coordinator and Co-Beneficiaries) a list of the members of the management or executive board is needed. The list should include names, titles and functions in the entity's internal organisation.

4. Curricula vitae of staff involved in the project

The application should be accompanied by the curriculum vitae of all relevant professional staff involved in the project. This is required for all relevant staff involved from all Beneficiaries (Coordinator and Co-Beneficiaries).

5. Articles of association

Private Beneficiaries (private entities in the role of the Coordinator and Co-Beneficiaries) bearing the legal status of an association should include the articles of association. Articles of association stipulate the rules by which the association operates, such as the

purpose of the association, the tasks to be accomplished within the association, the process of appointing management, rules concerning financial records etc.

6. Official statute and a copy of the certificate of legal registration

Private Beneficiaries (private entities in the role of the Coordinator and Co-Beneficiaries) should include an official statute and a copy of the certificate of legal registration.

7. Balance sheet and profit and loss account

Beneficiaries being private entities (private entities in the role of the Coordinator and Co-Beneficiaries) must submit the **balance sheet and the profit and loss account** of the last 2 financial years for which the accounts have been closed. For newly created entities, the business plan might replace these documents.

NB: In addition to the submission of these documents, application form F9 must be completed and submitted.

These documents should be submitted in their printed version in the order here provided, following the forms.

SPECIFIC REQUIREMENTS FOR PUBLIC ENTITIES

Those applicants declaring to be public entities must comply with the following criteria:

1. The entity must have been created by a public authority or be officially recognised as an organisation of public interest. N.B. The 'public interest' must be explicitly mentioned in the relevant legal or administrative act/s.
2. The internal procedures and accounts must be subjected to scrutiny or control by a public authority.
3. The entity must be financed totally or to a large extent (i.e. more than 50 %) from public sources.
4. In the event that the entity ceases its activities, all rights and obligations including financial, must be transferred to a public authority.

This means that only central, regional and local public authority 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 all 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 of compliance with the above criteria may be requested at a later stage. Failure to deliver sufficient evidence will lead to a re-classification from public to private entity.

17. SPECIFIC RECOMMENDATIONS FOR EACH PART OF THE APPLICATION FORM

The application form provides information on administrative and technical aspects of the applicants as well as financial information on the project. The Application consists of two parts, which have to be downloaded from the website where the call is published:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>

- **Part 1 is the administrative and technical part** of the project proposal (Forms A and T);
- **Part 2 is the financial part** of the proposal (Forms F).

The Commission will only evaluate those applications which are 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 those of previous Calls!
- Furthermore, if a form needs to be duplicated, please number each new page of the form sequentially (example Form A5/1, A5/2 etc.).
- Finally, please indicate dates using the format day/month/year.

PART 1: FORMS A AND T

The administrative and technical part of the application file consists of two parts, Forms A and Forms T, both available for download together with the Grant for applicants as a Word file at:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>

- Form A1

The title must not exceed 60 characters.

A grant may be awarded for an activity that has already begun only where the applicant can demonstrate the need to start the activity before the agreement is signed. In such cases, expenditure eligible for financing must in principle not have been incurred prior to the date of submission of the grant application.⁴⁷ Only costs incurred during the lifespan of the project can be considered eligible. Thus the start and end date should be established with great care.

- Forms A2 and A3

Point 1: Please check that any of the applicants is not in one of the situations listed in Articles 106 and 107 of the Financial Regulation.

⁴⁷ Under the applicable Financing Decision, expenditure incurred before the date of submission of the grant application may be eligible for Union funding only where the specific subject matter of a given Action is directly related to an ongoing or imminent emergency and thus the activities thereunder are to be undertaken as a matter of extreme urgency.

Please note that the Commission may at any time request further evidence to corroborate the statements made in this form.

Signature: The form must be **signed and dated**. (Applicable also to International Organisations).

- Notes on 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 country postal code.

Coordinator/beneficiary's reference: The participant's reference should match that given in form A1.

Coordinator/beneficiary's legal name: The legal name is the name under which the participant(s) is/are registered in the official trade register (if applicable).

Legal status: Choose one of the following: Private, Public or international organisation. See chapter 6.

International organisations referred to are listed in chapter 6 and defined in the Glossary.

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 official 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 coordination. Example: Mr, Ms, Dr, Prof.

Function: State the function of the person in charge of proposal coordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

Department/Service name: Name of the department and/or service coordinating the proposal and for which the contact person is working. The address details given in the fields below must be for the department/service and not the main address of the organisation.

Number of employees: To be provided by the beneficiaries. The figures should relate to the organisation as a whole, not just to the department carrying out the work. Contributions by part-time staff should be converted into 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 each beneficiary. The figures should be for the department carrying out the work. Contributions by part-time staff should be converted into 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 short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the type of 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 Coordinator and Co-beneficiaries, their legal status, their 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 for successful implementation of the project.

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

- Form A5 only

Annual turnover: To be provided by all non-public 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: Indicate the year for which the figures in this part are provided, e.g. ‘2014’.

- Form A6

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

- Form A7

If one of the three questions does not apply, please reply: ‘NO’.

Applicants frequently underestimate the importance of this form. The Commission pays particular attention to the fact that certain activities may and should be financed through other EU financial instruments. The limited resources of this programme should be used in the most efficient way, avoiding overlaps with other EU financial instruments. 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 activities proposed are/would not be eligible under such schemes, will the Commission consider the activities proposed for financing.

- Form A8

The form must be filled and signed by the National competent civil protection/maritime authority and submitted by the Coordinator. By doing so it confirms being informed about the submission of a project to the Call. For prevention policy area only the first box should be ticked. **For preparedness policy area, priority 2 – developing, exercising and registering multinational assets; all boxes in the form A8 should be ticked.**

This form does not apply to international organisations or applicants which themselves are the national competent authority.

The Coordinator is aware that, where relevant, also the competent national civil protection/maritime authorities of other Co-beneficiaries are to be informed/consulted.

- Form A9

Both the Coordinator and the Co-Beneficiaries are to complete this form carefully! Please note that the form on this page is only an example. Use the link below to obtain the appropriate form referring to the country and language of the Coordinator and the beneficiaries. The link below leads to a web application that can be typed and printed:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

- Form A10

Complete this form carefully! Please note that the form on this page is only an example. Use the link indicated to obtain the appropriate form for the country/language of the bank account. 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 bank account should be opened in the name of the Coordinator.

- Form A11

Complete this form carefully! The partnership statement must be **signed by the Coordinator and each Co- Beneficiaries**.

- Form A12

The coordinator and beneficiaries which are public bodies established in the EU, should fill in the VAT declaration form.

Namely, in line with the Financial Regulation and on the basis of Directive 2006/112/EC – which is to be transposed into the national legal systems within the Union – VAT is not eligible where it is paid by public bodies in relation to activities engaged in as public authorities, unless these are activities listed in Article 13(2) of that Directive.

For a comprehensive list of exempt activities listed in Article 13(2) of the Directive 2006/112/EC, please consult the Directive and fill in the A13 form accordingly.

Based on the case law of the Court of Justice of the European Union, see below a **non-exhaustive list of activities engaged in by the beneficiary as a public authority** (*i.e.* they result from the exercise of sovereign powers or prerogatives), for which VAT is ineligible:

- 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 on 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 VAT Directive,
- Definition and enforcement of 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, VAT legislation) 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.

- Form T1 – Description of the project

This form will be attached to the Grant Agreement as Annex I.

This form should provide a summary of your project and is a very important part of the proposal. It may subsequently be used for communication purposes.

- Form T2

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

- Forms 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 activities and each participant’s responsibilities, as well as the expected result. Use one T3a per task. The budgetary breakdown per task and activity 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 where 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 intend to overcome them.

Form T3b:

Give deliverables in T3b — each significant component of the project should conclude with a deliverable which is the concrete output and evidence of the work **with deliverable date and deliverable description**.

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 activities such as training or exercising, organisation of a conference and production of proceedings, publication of a book, manual of work procedures, software, videos, etc.

This form should also include the dates of delivery to the Commission of the progress report(s) on technical and financial implementation during the project period. (For further details on reporting requirements, see Article II.23 of the General Conditions applicable to Civil Protection projects in the Model Grant Agreement, published together with this Call for proposals).

For projects with a duration of **12 months or less**, the beneficiary should deliver **one progress report half-way through the project life-cycle**, counting from the start date of the project specified in Article 2 of the Special Conditions (e.g. for a 12-month- project, the progress report should be delivered before the end of month 6).

For projects having a duration of **more than 12 months**, **two progress reports** should be submitted **at regular intervals** over the duration of the project (e.g. if a project duration is 15 months, the first progress report should be submitted before the end of month 5 and the second one before the end of month 10).

Two tasks are compulsory:

1. TASK MANAGEMENT AND REPORTING TO THE COMMISSION:

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 (e.g. evaluation sheets distributed to participants at seminars).

2. TASK PUBLICITY

Describe how the project will publicise 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 tours, etc. Describe exactly what is planned and who the target audience is.
- **Workshops, seminars, conferences:** If a coordinator or beneficiaries are attending, specify which (if known already). If the coordinator/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 should be invited, to encourage networking). Finally, describe the output of each event and how it will be disseminated.
- **Production of brochures, films, etc.** Specify what exactly is planned: subject matter, number of copies, and distribution. The target audience should be precisely defined and justified. Note that all such material must include a clear reference to the EU's financial support. The beneficiaries of the project should make sure that the ownership of the results of the action, including industrial and intellectual property

rights, and of the reports and other documents relating to it, is vested in the beneficiaries themselves. They shall also ensure that they have all the rights to use any pre-existing industrial and intellectual property rights.

- **Technical publications on the project:** If already known, indicate in which journal these are to be published. Such publications must acknowledge the EU'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 used to produce awareness-raising material. Environmentally-friendly products/technologies should be favoured.

Form T4

Describe how the project will be continued after the end of the EU co-funding, which activities are required to consolidate the results and which mechanisms will be put in place to ensure this.

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 to include in your projects any activity you deem necessary to remove obstacles that may stop your results from being implemented and/or used.

PART 2: FORMS F + FINANCIAL VIABILITY FORM

The financial forms are available for download together with the Grant for applicants as Excel files under:

<http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>

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

General

The EU contribution will be calculated on the basis of eligible costs. For information on the different cost categories and on ineligible costs, see Article II.19 of the General Conditions.

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 other provisions apply (see A 13 form description – section 17.1). In that case the amount should be inclusive of VAT. All costs should be in Euro (EUR) and the amounts rounded to the nearest whole Euro (EUR).

- 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. They are not eligible for organisations that, at the same time, benefit from an operating grant. Typically they include:

- General rental costs or depreciation of buildings and equipment,
- Telecommunication and postal fees, heating;
- Water, gas, electricity, etc.;
- Office furniture;
- Supplies and petty office equipment;
- Insurance;
- Costs connected with horizontal services, such as administrative and financial management; human resources; training; documentation; IT, etc.

The flat-rate funding in respect of indirect costs means that at the stage of final reporting the costs do not need to be supported by any accounting documents. However, they have to be explainable in case of control.

- **Requested EU contribution:** Please specify the amount of financial contribution requested from the European Commission.

- 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 EU contribution requested per beneficiary.

Beneficiary No: 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 activities in EUR: Indicate the total costs of the activities undertaken by the beneficiaries.

Coordinator contribution: specify the amount of financial contribution provided by the coordinator. This amount cannot include contributions by co-financers (form A6).

Beneficiary contribution: Indicate the financial contribution from each beneficiary. This amount cannot include contributions by co-financers (form A6).

Amount of EU contribution requested: Specify the amount of financial EU contribution requested by the coordinator and each of the beneficiaries.

Co-financer name: As in the Co-financer profile and commitment forms **A6**.

Amount of co-financing in EUR: Indicate the financial contribution of each co-financer as in forms **A6**.

- Notes common to Forms F2 to F6

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

- Form F2 — Personnel costs (only direct costs)

General In conformity with 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, 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.

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 coordinator's/ 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 must 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. At the final report stage, the above calculation should be based on statutory documents, such as the salary slips and pay roll summary, so that the amounts taken into account for the calculation of the annual staff cost can easily be traced and verified.

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 (subject to the appropriate legislation):

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

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

Annual gross salary + social charge	X	Actual days or Total actual hours working on the grant
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Annual productive working days or hours		

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

Time Registration System: The purpose of recording the total time (days/hours) worked per employee is to allow the Commission services to verify that the actual rate per time unit is applied (see the model attached to F forms). Timesheets are not mandatory for staff members allocated exclusively to the project. When a staff member works full-time for the organisation, but is allocated only part-time to the project, only the equivalent part of his/her salary is an eligible cost for the project. The completed timesheet for a given month should be signed by the employee and approved by the supervisor in a timely manner.

- Form F3 — Travel and subsistence costs

You may use more than one line to describe the reason for travel or destination, if necessary. Costs may be presented also collectively: e.g. for the total of all technical coordination 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 coordination meeting’, ‘project area visit’.

Travel costs: Travel costs will be charged in accordance with the internal rules of the coordinator/beneficiary. Coordinator and 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: These cover hotel costs, meals, sundry expenses, local transport etc. and should be applied according to the internal rules of the coordinator/ beneficiary.

The amounts per country published under http://ec.europa.eu/europeaid/sites/devco/files/perdiem-2013-07-corrigendum-3-febr-2014_en.pdf give an indication of what will be considered as reasonable.

The subsistence costs are eligible on basis of actual amount spent or on the basis of a per diem system. Where one or more of the persons concerned by the common lunch/dinner (or other service that is otherwise included in the "per diem" amount) also receive the per diem amount, this amount must be reduced accordingly (and the relevant financial report should explicitly indicate such cases). Under no circumstances should the relevant amounts be charged to the project twice.

Applicants' proposal budgets should include the expenses (travel, accommodation and subsistence) for one-day meetings in Brussels, for the project launch (kick off meeting). For the meeting, the expenses should be budgeted for no more than three persons, with at least one of them representing the coordinator organisation.

Important: Subscription fees for conferences or events should be declared under 'Other direct costs'.

- Form F4 — 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 EU Directives on public tendering procedures.

The 'private' coordinator/ beneficiary will invite competitive tenders from potential sub-contractors and award the contract to the bid offering best value for money; in doing so they must observe the principles of transparency and equal treatment of potential sub-contractors and must 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 depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the **asset has been purchased in accordance with Article II.9 of the grant agreement and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary**; the costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

The cost of depreciation of equipment (purchased prior to the beginning of the project) is in principle considered as part of indirect project costs - "overheads".

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the duration of the project and the rate of actual use for the purposes of the action may be taken into account.

Example of depreciation calculation:

Total value of equipment purchased: EUR 1.000,00

Assumed service life: three years (36 months)

Permissible monthly depreciation will then be $EUR\ 1000/36 = EUR\ 27,78$

Duration of the eligibility for cost in Grant Agreement: 01/10/2014 to 30/09/2016 (24 months).

Date of purchase (= date of invoice): 30/04/2015.

The period of use will then be not more than 17 months.

Supposing the equipment is used on a half-time basis for the project, the usage rate will be 50%.

The total amount payable for depreciation under the grant will then be:

$EUR\ 27,78 \times 17\ months \times 0,5 = EUR\ 236,13$.

Form F5 — Sub-contracting / external assistance costs

A "subcontract" is a procurement contract within the meaning of Article II.9 of a grant agreement, which covers the implementation by a third party of tasks forming part of the action as described in Annex I.

Beneficiaries may subcontract such tasks provided that, in addition to the conditions specified in the above mentioned art. II.9, the following conditions are complied with:

- subcontracting only covers the implementation of a limited part of the action. It is not acceptable for any of the Beneficiaries to subcontract all or a majority of the project activities, as this distorts both the concepts of the partnership and of the ownership of the project. 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.
- recourse to subcontracting is justified having regard to the nature of the action and what is necessary for its implementation;

At the time of application the Applicant is requested to specify in Annex 1 to the Application Form the tasks that will be subcontracted and to duly explain the added-value of such subcontracting and the reasons for the lack of the relevant expertise within the Partnership.

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.

Description: Give a clear description of the subject of the sub-contract/service to be provided. For example: 'conducting impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc.

Important: 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: *Coordinator and beneficiaries cannot sub-contract to one another or internally (e.g. between departments or subsidiaries).*

For more information on the rules applicable to sub-contracts, please refer Article II.10 of the General Conditions.

- Form F6— Other direct costs

This cost category is dedicated to all the costs, which meet the requirements of the cost eligibility (section 12.2), but do not fall under the characteristic of any other cost category.

General office supplies (pens, paper, folders, ink cartridges, electricity supply, telephone and postal services, Internet connection time, computer software, etc.) are indirect costs and are covered by overheads, unless unusually high quantities of such supplies are required due to the specific circumstances and character of the project.

The costs of consumables and supplies are eligible, provided that they are identifiable and exclusively used for the purpose of the project. They must be identifiable as such in the accounts of the beneficiary.

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.

- Form F7 – ‘In kind’ contributions (1) /costs not included in the budget (2) (see section 12.2)

(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 activities 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 EU contribution. Nevertheless, they are important in order to assess the real total cost of the project.

Financial viability form

Simplified balance sheet and profit and loss account

This form has to be completed **by private beneficiaries only**. The public entities or international organisations (see chapter 6) do not have to complete this form. Private beneficiaries must indicate if they are a profit- or a non-profit-making company/organisation.

Within this form, financial data based on the company’s/organisation’s balance sheet and profit and loss account are collected in a standardised form. You should complete this form carefully. 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 beneficiaries. 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 drawn up in other currencies, please refer to the EU InforEuro exchange rates (according to the closing date

of the statement) available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm.

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.

18. HOW TO PREPARE AND DRAFT A PROPOSAL

Only carefully prepared proposals will be considered for financing. To summarise:

- The first phase, prior to the formulation of the project, should consist in 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 that are to be achieved in order to meet the objective. Wherever possible, these should be expressed in quantifiable terms.
- Next, consider which **activities** are needed to obtain these results. For each activity, clearly identify how, where and when it will be undertaken, who will do it and how much it will cost. Any activity that 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 activities, who reports to whom and what kind of management structure is needed.
- Make sure the **budget** is realistic, consistent with the activities proposed, and that human and financial resources are proportionate to the expected results and will be available when needed.
- Consider, at each stage when writing the application, which **assumptions** you are making. External factors, 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 identified and described, as should any potential difficulties that might arise.
- Establish how the planned activities and expected results can be verified (**clearly indicate deliverables**) and list these in application form T3b. This will make it possible to monitor the project.
- Finally, a simple procedure must be provided to evaluate the results in relation to the initial objective, both during and at the end of the project. Please consider that evaluation can be done by the beneficiaries of an activity (e.g. the participants *invited* to an activity), or by the organisers of the activity (self-evaluation), or by a neutral third party (peer evaluation or consultant).
- Useful lessons that could be passed on to other projects should be identified. By the same token, the experience of similar projects should be used during the preparation of proposals.

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

Contractual templates

The applicable contractual templates to be signed in the case you are awarded Union funding are published as part of the Call for proposals in order to inform you about your rights and obligations.

Therefore, before starting to complete the forms, read carefully the model Grant Agreement with its annexes and if applicable, the Pillar Assessed Grant Agreement, which are available at: <http://ec.europa.eu/echo/en/funding-evaluations/financing-civil-protection/calls-for-proposal>

1. The **Pillar Assessed Grant Agreement** is to be signed under this Call if the project involves an **international organisation, which has had its pillars successfully assessed by the Commission, acting as a Coordinator**.

2. **The model Grant Agreement is to be signed under this Call in all other cases** (if the project **does not** involve an International Organisation; if the project involves an International Organisation, which *has* had its pillars successfully assessed by the Commission, acting as one of the Co-Beneficiaries; if the project involves an International Organisation, which *has not* had its pillars successfully assessed by the Commission, acting as one of the Co-Beneficiaries⁴⁸).

⁴⁸ Note that if need be, the general template may be adjusted to account for the participation of an International Organisation.

19. CHECKLIST FOR SUBMITTING A GRANT APPLICATION

GENERAL

- The Grant application should be presented according to a specific order: Forms A, Forms T, Forms F and Financial Viability Form, Supporting Documents (presented in the order that they are listed in Chapters 15. and 16. above).
- **All three parts of the Application forms (Administrative, Technical and Financial) must be fully completed** with all the requested information. The budget in the financial part must be balanced between costs and revenue.
- **One original** (clearly identified) plus the required **one copy** have been submitted
- **One electronic version** in an USB/memory stick **containing a scanned copy of the complete application, plus the A, T, F forms in Word and Excel format, (when applicable)**
- **Standard forms** have been used.
- **Forms are not handwritten.**

REMINDER OF SIGNATURES

- **Form A2 duly signed and dated** by the Coordinator.
- **Form A3 duly signed and dated** by each Co-Beneficiary (One form per Co-Beneficiary)
- **Form A6 duly signed and dated** by each co-financier (one form per Co-financer).
- **Form A8 duly signed** by the competent National Civil Protection/Maritime authority (to be submitted by the Coordinator).
- **Form A9 duly signed, dated and stamped** by each Beneficiary (Coordinator and each of the Co-Beneficiaries, where applicable) (one form per Beneficiary).
- **Form A10 duly signed dated and stamped** by the account holder and the bank representative (unless a recent copy of a bank statement is attached) (**only for the Coordinator**).
- **Form A11 duly signed and dated** by the Beneficiaries (Coordinator and **each** of the Co-Beneficiaries).
- **Form A12 duly signed and dated** by the public Beneficiaries (Coordinator and **each** of the Co-Beneficiaries which are public entities).

REMINDER OF OBLIGATORY DOCUMENTS TO BE ATTACHED

- Please **do not forget to attach the obligatory supporting documents**, as described in chapter 16.
- **Please respect the order of presentation of the application as described below:**

1. Forms A (and related documents for Co, BE1, BE2, BE3...)

2. Forms T

3. Forms F + Financial Viability Form

4. Annexes/Supporting Documents (For Coordinator: Curriculum vitae, Annual Activity report, List of member of the management Board, Balance sheet etc. For BE1: Curriculum vitae, List of member of the management Board, Balance sheet etc. BE2...) Documents to be attached as mentioned under chapter 16.

Please ensure that within each section (A – T – F – Annexes/Supporting Documents) the documents provided are numbered and organised in the order of their respective numbering.

Please provide a table of content of the entire application, including the Supporting Documents, showing the order of documents as organised in the printed version.