

FREQUENTLY ASKED QUESTIONS: CALL FOR PROPOSALS FOR PROJECTS ON PREPAREDNESS AND PREVENTION 2010

(LAST UPDATE: 14.12. 2009)

Is there a minimum or maximum number of beneficiaries required to be involved in the projects?

Prevention projects

Proposals must be designed and implemented by transnational partnerships involving at least **three** mutually independent legal entities established in **three** different Member States.

Preparedness projects

Proposals must be designed and implemented by transnational partnerships involving at least **two** mutually independent legal entities established in **two** different Member States.

What is the maximum of Community contribution for projects within the call for proposals for projects on prevention and preparedness ?

The maximum EC funding rate (percentage of the eligible costs according to the project budget) under this Call for proposals is limited to 75% of eligible costs per proposal. This means that at least 25% of project costs must be funded by other sources than Community funding.

Is there a maximum EC contribution per proposal?

Prevention projects

Maximum EC contribution per financed proposal is **€500 000** (representing 75% of eligible costs).

Preparedness projects

Maximum EC contribution per financed proposal is **€400 000** (representing 75% of eligible costs).

Who is a coordinating beneficiary?

The applicant organisation which has signed a grant agreement with the Commission becomes the "coordinating beneficiary". The coordinating beneficiary has legal and financial responsibility for the project implementation.

Who is an associated beneficiary?

It is the partner in the project that contributes technically to the project and is responsible for the implementation of one or several project actions. The associated beneficiary must contribute financially to the project but shall also benefit from the financial contribution from the Commission.

Does each beneficiary of a grant have to submit a separate budget?

Each proposal must show one single budget, which shows the distribution of costs between the applicant and the other partner (s). It is very important to specify the costs clearly, as only budgeted costs are eligible for co-financing by the Community. It is not possible to submit costs for co-financing that were not initially budgeted.

Is there a partner search network that helps finding possible project partners?

There is no official network, but it is advisable to consult the civil protection webpage http://ec.europa.eu/environment/civil/prevention_overview.htm (Action Programme and Civil Protection Financial Instrument sections) which displays previous projects co-funded by the Civil Protection Action Programme and Civil Protection Financial Instrument. You are also encouraged to contact the National Central Civil Protection Authorities to inform and involve them in the project proposal.

What should be indicated in the form A2 and A3?

These forms should contain information on the financial contribution of each coordinating or associated beneficiary in the proposed project, their roles in the project actions and corresponding financial contribution for each action. These forms must be signed and stamped by the authorised person representing the organisation of the coordinating beneficiary.

What should be indicated in the co-financier commitment form A6?

The co-financier's own financial contribution. This is the financial contribution from third parties which contribute to the project only with a financial support.

I cannot fill in electronically the required categories in Form A9 (the legal entity form) and A10 (financial identification form). May I handwrite the data in the categories?

Yes, you may print the form and handwrite them. Alternatively, it is possible to fill in these forms in any of the official languages:

Legal entity form: http://ec.europa.eu/budget/execution/legal_entities_en.htm

Financial identification form: http://ec.europa.eu/budget/execution/ftiers_en.htm

Being a public organisation, is it still necessary to provide a legal entity form in the application?

Yes, the legal entity form is an obligatory annex to the application that has to be filled by the coordinating beneficiary.

Is the Call for Proposals available in other languages than English?

The notice in the Official Journal of the European Union publishing the call for proposals is available in all languages. The grant guide and forms are unfortunately not available in other languages due to the workload of the translation department. However, it is possible to submit the proposal in any of the official languages.

Is there an event that explains all the preparation of a proposal in more detail?

The Commission will organise an Information day on "How to prepare a proposal" on 12 January 2010. See web page: <http://ec.europa.eu/environment/civil/index.htm>.

The Commission has organised the Information day for the calls in 2009 on 5 February 2009. All documents presented there are available on the web page: http://ec.europa.eu/environment/civil/infoday_2009.htm. You might find useful to look at some of them.

Can different initiatives be foreseen within one project (that is to say one seminar + one training + exercises + etc.) or must they be foreseen singularly in different projects?

Within one project, you may foresee different activities, such as training, exercises, workshops, conferences and project management activities. They should be though coherent with project scope.

Concerning the selection schedule, when will the project be selected and when will the co-funding be authorised?

Successful candidates will be notified by the end of June 2010 at the latest, in order to sign the grant agreement before the end of the year. After the signature of the agreement, the initial pre-financing payment of 60% can be made.

Is there a feedback mechanism in case a project is not selected for co-funding?

In case a project is not selected for co-funding, the Commission will inform the applicant organisation. More detailed feedback on the evaluation of a proposal will be given upon request in writing (email).

What happens if the exchange rate changes dramatically during the project period?

EC funding is in € and cannot be increased. Furthermore, exchange rate losses are not eligible costs.

What are the maximum daily allowances and hotel rates in eligible countries? Where can I find them?

Daily allowances and hotel rates should be applied in accordance with the internal rules of the coordinating/associated beneficiary. If there is no such rule, the subsistence costs must not exceed maximum daily allowances and hotel rates that can be found in the table below.

Destination	Daily allowance	Hotel rates
Austria	95	130
Belgium	92	140
Bulgaria	58	169

Cyprus	93	145
Czech Rep.	75	155
Croatia	60	120
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Iceland	85	160
Ireland	104	150
Italy	95	135
Latvia	66	145
Liechtenstein	80	95
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Norway	80	140
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
UK	101	175