



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT

CIVIL PROTECTION FINANCIAL INSTRUMENT

PROJECT PROPOSALS ON

- PREVENTION
and
 - PREPAREDNESS
-

GRANT APPLICATION GUIDE

2010 edition

This guide gives detailed information and advice on grant applications for projects on prevention and preparedness under the Civil Protection Financial Instrument.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
PREFACE	3
1. CONTEXT OF THE CALL FOR PROPOSALS	4
2. PREVENTION PROJECTS	4
2.1 OBJECTIVES	5
2.2 TECHNICAL ASPECTS OF PROPOSALS	5
2.3 BUDGET AND DURATION	6
3. PREPAREDNESS PROJECTS	6
3.1 OBJECTIVES	7
3.2 TECHNICAL ASPECTS OF PROPOSALS	7
3.3 BUDGET AND DURATION	8
4. WHAT PROJECTS CAN BE CO-FINANCED?	8
4.1 NOTIFICATION OF COMPETENT NATIONAL CENTRAL CIVIL PROTECTION AUTHORITY	8
4.2 FEASIBILITY OF ACTIVITIES	8
4.3 COMPLEMENTARITY AND EUROPEAN ADDED-VALUE	9
4.4 MULTINATIONAL PARTICIPATION	9
5. HOW MUCH WILL THE COMMISSION GRANT?	10
5.1 NO DUAL FINANCING	10
5.2 MAXIMUM EU CO-FUNDING	10
5.3 PAYMENT SCHEDULE	10
6. WHO CAN SUBMIT A PROPOSAL? WHO MAY PARTICIPATE?	11
6.1 GEOGRAPHICAL ELIGIBILITY	11
6.2 ELIGIBLE PARTICIPANTS	11
6.3 ROLE AND RESPONSIBILITY OF PARTICIPANTS	12
7. WHERE AND WHEN TO SUBMIT A PROPOSAL?	14
7.1 DELIVERY	14
7.2 PACKAGING	14
7.3 ACKNOWLEDGEMENT OF RECEIPT	14
7.4. DATA PROTECTION AND MANAGEMENT	15
8. HOW ARE PROJECTS SELECTED?	15
8.1 INTRODUCTION AND INDICATIVE SCHEDULE	15
8.2 GENERAL PRINCIPLES	16
8.3 ADMISSIBILITY CRITERIA	16
8.3.1 Admissibility:	16
8.3.2 Eligibility criteria	17
8.4 EXCLUSION CRITERIA	17
8.5 SELECTION CRITERIA	18
8.5.1 Operational capacity	18
8.5.2 Financial capacity	19
8.6 AWARD CRITERIA	19
8.7 AWARDED THE GRANT	20
9. HOW TO PREPARE AND DRAFT A PROPOSAL?	21
9.1 GENERAL GUIDELINES	21
9.2 FORMAL REQUIREMENTS FOR APPLICATIONS	22
9.3 OBLIGATORY DOCUMENTS TO BE ATTACHED TO THE APPLICATION	22
9.4 SPECIFIC REQUIREMENTS FOR PUBLIC ENTITIES	24
9.5 SPECIFIC LANGUAGES	25
9.6 SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM	25
9.6.1 Part 1: Forms A and T	25
9.6.2 Part 2: Forms F	31
10. KEY REFERENCES AND WHERE TO FIND THEM	39
11. CHECKLIST FOR SUBMITTING A GRANT APPLICATION	40
12. DAILY ALLOWANCE AND MAXIMUM HOTEL COSTS IN ELIGIBLE COUNTRIES	41

PREFACE

Welcome to the guide to project proposals for prevention and preparedness projects co-funded by the Civil Protection Financial Instrument.

This guide aims to offer user-friendly guidance through the application procedure and the application forms. It also provides quick answers to any questions you may have when preparing your application. Please read it carefully.

In addition to this guide, please look at the European Commission's civil protection website: <http://ec.europa.eu/environment/civil/index.htm> - in particular the frequently asked questions (FAQs). The site is updated regularly and the date of the latest update is shown on the web page.

If you cannot find the answer to your question in this guide or in the FAQs, you may send your questions (by e-mail) to the civil protection prevention and preparedness unit of the Commission at ENV-A04@ec.europa.eu.

Please contact the civil protection prevention and preparedness unit only after having tried to find the information in the documentation provided to you.

Before sending your application, do not forget to go through the checklist (Chapter 11).

This guide is updated annually to keep it as user-friendly as possible. Do you have comments and suggestions to improve it further? You are more than welcome to share them with the Commission by sending an e-mail to the civil protection prevention and preparedness unit at: ENV-A04@ec.europa.eu.

Thank you very much!

WHAT IS THE CALL FOR PROJECT PROPOSALS ON PREVENTION AND PREPAREDNESS IN CIVIL PROTECTION?

1. CONTEXT OF THE CALL FOR PROPOSALS

EU Member States are increasingly facing a wide range of disasters. The floods in Romania in 2008 resulted in the loss of lives and caused widespread damage. Most recently, the forest fires in the summer of 2009 burnt tens of thousands of hectares of vegetation and woodland in various Southern European countries. Fires were burning simultaneously in different Member States, leading to increased civil protection response challenges. The earthquake in Italy in 2009 claimed many lives. Hundreds were injured and cultural heritage buildings were destroyed.

One way to strengthen the EU response to such disasters is to enhance preparedness in European civil protection. This call for proposals will help to fund activities aimed at awareness-raising and closer cooperation in civil protection. The legal framework for this call is Council Decision No 2007/162/EC, Euratom¹, establishing a Civil Protection Financial Instrument.

The purpose of the Civil Protection Financial Instrument is to support the efforts of Member States to protect primarily people, but also the environment and property, including cultural heritage, in the event of natural and man-made disasters, acts of terrorism and technological, radiological or environmental accidents. It also aims to encourage more cooperation between the Member States on civil protection.

The 2010 call for project proposals in civil protection has TWO separate sections, each with their own objectives and specific budget:

(A) **Prevention** Projects

(B) **Preparedness** Projects

Proposals should not only demonstrate technical/operational capacities in civil protection; their objectives and expected results should also be particularly relevant to the field as described in Council Decision 2007/162 establishing the Civil Protection Financial Instrument.

Please note that this call for proposals is launched pending the approval of the corresponding appropriations by the budgetary authority. As a consequence, the Commission reserves itself the right to abandon this call for proposals or to modify its amount, without the applicants being entitled to claim any compensation. All the applicants will be notified of the related decision.

2. PREVENTION PROJECTS

Prevention is of the utmost importance to avoid disasters happening and/or to mitigate their impact. Therefore, prevention is defined as a specific aim in Council Decision 2007/162¹. Moreover, in February 2009 the Commission adopted a Communication outlining a EU approach on the prevention

¹ 2007/162/EC, Euratom, published in the Official Journal of the EU of 10.03. 2007, L71/9.

of natural and man-made disasters². The Communication focuses on three key elements: how to encourage knowledge-based disaster prevention policies at all levels of government, how to link the actors and policies throughout the disaster management cycle, and how to make existing instruments perform better for disaster prevention.

2.1 OBJECTIVES

Proposals can be submitted for one or more of the following general objectives. A combination of different objectives is also possible.

Objective 1: Developing knowledge-based disaster prevention policies

- Projects contributing to better information on past disasters, in particular on their physical and economic impact;
- Projects on common methods for sharing the information related to disasters and shared practises and methodological approaches for risk assessment (including hazard and risk mapping);

Objective 2: Linking the relevant actors and policies throughout the disaster management cycle

- Projects designing procedures and/or minimum standards allowing actors involved in disaster prevention to liaise with those active in response and recovery;
- Projects aiming to raise the awareness of the general public on prevention, including children, for instance by identifying best practices and preparing school curricula;
- Projects aiming to identify, share and disseminate best practice based on the results of previous projects benefiting from EU funding;
- Projects on prevention planning and governance (decision-making processes, management of prevention policies at local, regional and national level, involvement of stakeholders).

Objective 3: Improving the effectiveness of existing policy instruments for disaster prevention

- Projects providing a concrete assessment of EU and/or national legislative instruments supporting prevention activities. Such projects should build on the experience/lessons to be learnt from specific legislation and cost-benefit analysis of specific institutional frameworks or prevention measures.

2.2 TECHNICAL ASPECTS OF PROPOSALS

Type of projects eligible for subsidy

- Projects aimed at studying, designing, developing, testing and implementing new prevention approaches and/or activities in the Member States or at evaluating and/or improving existing ones;

² Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions, 23.2.2009 COM(2009) 82 final.

- Projects aimed at studying, designing, developing, testing and implementing innovative approaches, techniques and tools to consistently link prevention measures to preparedness and response needs;
- Projects aimed at developing general principles and minimum prevention guidelines relating to hazards with potentially serious impact on human, environmental and economic situations;
- Projects aimed at concrete improvements and innovation thanks to transnational cooperation in the area of prevention;
- Projects aiming at identifying best practices and developing guidelines.

Projects must be designed and implemented by transnational partnerships involving **at least three mutually independent legal entities established in three Member States/other eligible countries** (one as the beneficiary and two as associated beneficiaries — see Chapter 6.3 for details of the roles of the different participants in a project). A branch office of an international organisation is considered as a single entity.

Activities should clearly target the participating countries.

2.3 BUDGET AND DURATION

The indicative overall budget for prevention projects in this call for proposals is **€1 700 000**. The maximum EU funding rate (percentage of the eligible costs according to the project budget) is up to **75% of eligible costs per proposal with a maximum of €500 000 EU contribution for each proposal financed**.

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

3. PREPAREDNESS PROJECTS

Preparedness is essential in civil protection — 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 Council Decision of 8 November 2007 (2007/779/EC, Euratom)³, which establishes the Community Mechanism for Civil Protection (recast) and its implementing rules which are laid down in the Commission Decision of 29 December 2003 (general), Commission Decision of 14 September 2007 (transport) and Commission Decision of 20 December 2007 (modules)⁴.

The Community Mechanism for Civil Protection is intended to facilitate reinforced cooperation in civil protection assistance. When natural or man-made disasters strike a country, within the European Union or outside, the Mechanism allows the necessary operational resources to be mobilised to assist and provide a prompt response.

Preparedness projects should be aimed at reinforcing cooperation in the framework of the Community Mechanism for Civil Protection (recast).

³ Council Decision of 23 October 2001 establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions (2001/792/EC, Euratom).

⁴ Relevant legal reference texts can be found on: http://ec.europa.eu/environment/civil/prote/cp02_en.htm.

3.1 OBJECTIVES

Objective 1: Improve the effectiveness of emergency response by enhancing the preparedness and awareness of civil protection professionals and volunteers

- Cross-border civil protection cooperation for direct response to natural and man-made disasters, which may affect critical cross-border infrastructures between two participating countries or which require specific technical skills or know-how;

Objective 2: Support and complement the efforts of the participating countries for the protection of citizens, environment and property in the event of natural and man-made disasters

- Actions aimed at enhancing operational cooperation in the European Civil Protection Mechanism, enabling participating states to develop, exercise and register multinational modules;

Objective 3: Facilitate reinforced cooperation between the participating countries in preparedness for civil protection and marine pollution

- Actions aiming to increase the participating countries preparedness for chemical, biological, radiological and nuclear acts of terrorism and industrial accidents.
In line with the conclusions adopted by the Council on strengthening chemical, biological, radiological and nuclear (CBRN) security in the European Union, and the EU CBRN action plan adopted on 1 December 2009, the Commission will attach a particular priority to projects involving and eventually testing cooperation of all relevant first responders (in particular civil protection, health, law enforcement authorities including investigation and forensics as far as possible);
- Actions aiming to increase the participating states preparedness to on the coast consequences of marine pollution accidents.

Expected outcomes and impacts

Awareness and skills of civil protection professionals and volunteers will be increased. Solutions to concrete civil protection challenges at regional and cross-border level will be assessed and implemented.

3.2 TECHNICAL ASPECTS OF PROPOSALS

Type of activities which can be financed under this call

- Projects and small-scale exercises aimed at concrete complementary improvements and innovation. Due to the transboundary nature of such projects, small exercises shall involve small 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 considered as a source of hazards (dam, nuclear, or chemical plants, etc.).
- Concrete outputs may include, for example, the joint design, development and implementation of innovative civil protection activities, including procedures, techniques, tools, etc. They may also include the transfer or the adaptation of existing features from other geographical or thematic contexts.

Projects must be designed and implemented by transnational partnerships involving **at least two mutually independent legal entities established in two Member States / other eligible countries** (one as a beneficiary and one as associated beneficiary — see Chapter 6.3 for details of the roles of

the different participants in a project). A branch office of an international organisation is considered as a single entity.

3.3 BUDGET AND DURATION

The indicative overall budget for preparedness projects in this call for proposals is **€1 350 000**. **The maximum co-funding rate is 75% of eligible costs, with a maximum of €400 000 of EU contribution for each proposal financed.**

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

4. WHAT PROJECTS CAN BE CO-FINANCED?

4.1 NOTIFICATION OF COMPETENT NATIONAL CENTRAL CIVIL PROTECTION AUTHORITY

Projects should demonstrate that they fit in with work already being done in the participating countries. Therefore, before submitting their proposal to the Commission, applicants / coordinating beneficiaries need to notify their competent national central civil protection authority of their proposal in order to ensure consistency between activities financed at EU level and national civil protection policies. With their proposals, applicants / coordinating beneficiaries **must enclose supporting documents showing that they notified the national authority in writing before submitting the proposal to the Commission.**

For a list of the Member States' national central civil protection authorities recognised by the European Commission, see: http://ec.europa.eu/environment/civil/prote/cp10_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 Community Mechanism training courses, simulation exercises and exchanges of experts or preparatory action. These activities are described in more detail at: <http://ec.europa.eu/environment/civil/prote/activities.htm>. Therefore, activities whose sole purpose is (for example) the development of EU training courses or exercises simulating the activation of the Monitoring and Information Centre (MIC) of the Community Civil Protection Mechanism 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/environment/civil/prote/cp01_en.htm

This call does not finance activities covered by the Preparatory action on an EU rapid response capability, to enhance the availability of resources. Further information on those types of calls are available at:

http://ec.europa.eu/environment/civil/prote/prep_action2008.htm

http://ec.europa.eu/environment/civil/prote/prep_action2009.htm

4.2 FEASIBILITY OF ACTIVITIES

Applicants are strongly advised to submit proposals within their scope — i.e. projects involving activities and outcomes that are feasible and can be implemented by the applicant and associated beneficiaries without any external financial, legal or operational assistance. Consequently, projects to devise or adapt legislation, but which do not involve the competent legislative authority, won't be

considered feasible under the award criteria. The same applies to projects aimed at developing common operational civil protection procedures.

4.3 COMPLEMENTARITY AND EUROPEAN ADDED-VALUE

Projects must clearly demonstrate that they are **complementary** to the efforts already made in the Member States within the specific scope of the project. Therefore, applicants are asked to describe these complementarities in the project proposal (T forms).

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 work finalised or ongoing in the Community Action Programme in the field of Civil Protection⁵, projects financed under the Council decision establishing a Civil Protection Financial Instrument, or pilot projects and preparatory action projects in civil protection.

Projects could be complementary to relevant activities undertaken at European level using EU funds for prevention activities (these include the European Agricultural Fund for Rural Development, the European Regional Development Fund, the Cohesion Fund, Life +, CIPS programme, the ICT Policy Support Programme and the Seventh Research Framework Programme). Research activities under FP7 will not be eligible.

Applicants should also take into account the results of projects supported by other European programmes, as appropriate. For an overview of completed and ongoing European projects and activities you can, for example, consult the following websites:

Civil Protection:

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

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

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

http://ec.europa.eu/environment/civil/prote/pilot_project08_en.htm

http://ec.europa.eu/environment/civil/prote/prep_action2008.htm

http://ec.europa.eu/environment/civil/prote/prep_action2009.htm

Research:

<http://cordis.europa.eu/ist>

Regional Development:

http://ec.europa.eu/regional_policy/country/prordn/index_fr.cfm?gv_pay=ALL&gv_reg=ALL&gv_obj=13&gv_the=ALL

Environment:

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

Justice, Freedom and Security:

http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm

4.4 MULTINATIONAL PARTICIPATION

Proposals should involve genuine participation by entities from different Member States. Depending on the type of project and objective, a minimum number of participating entities from different Member States is required.

⁵ OJ L 327, 21/12/1999, p.53.

Although it is strongly recommended for proposals to have a clear multinational character, there is no prescribed maximum number of participating entities from different Member States. However, applicants should be aware that the coordination and management of projects become more critical as the size and multinational character of the partnership grows. Arrangements for internal coordination of the associated beneficiaries in a project should therefore be clearly described in the project proposal and will be an important factor in the evaluation of the proposal.

5. HOW MUCH WILL THE COMMISSION GRANT?

5.1 NO DUAL FINANCING

Before presenting a proposal, applicants should check on the possibility of obtaining co-financing from other EU financial instruments. Projects or project activities already supported or about to be supported by other EU financial instruments are not eligible under this call for proposals. When applying and, after that, during implementation, the applicants/beneficiaries should immediately inform the Commission of any multiple applications or grants related to the same activity (Art. 111 of the Financial Regulation applicable to the general budget of the European Union, Council Regulation (EU, Euratom) No 1605/2002 of 25 June 2002 as last amended by Council Regulation No 1525/2007 of 17 December 2007 — referred to below as the Financial Regulation).

If you have applied for funding for the same activity under another EU instrument, it may be that, when you submit your proposal to this programme, the decision on financing from the other EU instrument has not yet been taken by the authorities responsible (usually the Commission or national/regional authorities). If your proposal qualifies for selection, you must inform the Commission of any such financing as soon as it is confirmed. The final decision will only be taken once the Commission has verified that there will be no dual financing.

5.2 MAXIMUM EU CO-FUNDING

The maximum EU funding under this call for proposals is up to **75% of the eligible costs** (according to the project budget) per proposal. EU grants are meant to be complementary, so at least 25% of the project costs must be funded by other sources than EU co-funding.

5.3 PAYMENT SCHEDULE

When a grant is awarded and both parties have signed the grant agreement, the Commission will pay **60%** of its contribution as a pre-financing payment. No further pre-financing or interim payment will be made. The final payment of **up to 40%** of the EU contribution will be made when the Commission has accepted the final technical report and it will be based on the final financial statement and the eligible costs of the activity/project calculated by the Commission.

Please note that in certain cases the interest yielded by the (60%) pre-financing payment must be declared in the final financial statement. For a full description of the rules on the declaration of interest, see Article 23.7 of the Common Provisions applicable to Civil Protection projects, published together with this Call for proposals.

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

6.1 GEOGRAPHICAL ELIGIBILITY

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

Applicants established in candidate countries may participate if those countries have signed a Memorandum of Understanding (MOU) with the Commission in the field of civil protection and contribute financially to the Commission's civil protection budget.⁶

In all other cases (candidate countries which do not fulfil the above-mentioned criterion and third countries which do not have 'candidate country status'), participation in this call is possible when agreements between these countries and the EU so allow. The only possible roles (see paragraph 6.3) are those of co-financer or sub-contractor.

Q: Can projects include participants from third countries?

A: Only associated beneficiaries from the above-mentioned countries (27 Member States, EFTA/EEA, Croatia) can be formal associated beneficiaries and receive EU funding. However, experts from third countries may be invited to events within a project. Their travel and subsistence expenses can be covered if they are included in the project proposal and the approved budget.

6.2 ELIGIBLE PARTICIPANTS

This call is open to any legal person (public or private). Examples of bodies that can submit a proposal — as long as no profit is generated by the project — are: public sector bodies, public administrations, universities, international organisations, non-governmental organisations, commercial firms, etc. Natural persons (individuals) are not eligible.

International organisations are defined as follows:

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

The definition of 'International Organisations' follows from Article 43 (2) of Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation applicable to the general budget of the European Union, as last modified by Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (referred to below as 'Implementing Rules of the Financial Regulation').

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the

⁶ Subject to the entry into force of the Memorandum of Understanding. If, by the first of the month of the selection decision, the Memorandum has not entered into force, participants from the candidate country in question will not be co-funded and will not be taken into account with regard to the minimum size of partnerships.

international organisation concerned and the Contracting Authority will be used instead of the standard grant agreement.

Link to: Relations with international organizations

http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm

6.3 ROLE AND RESPONSIBILITY OF PARTICIPANTS

Depending on the specific conditions regarding partnerships, proposals must include one or more participants in the partnership. Projects may have up to four types of participants in their implementation and funding:

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

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

The coordinating beneficiary has sole legal and financial responsibility for the implementation of the project. It will be the single point of contact for the Commission and will also be the only beneficiary to report directly to the Commission on the project's technical and financial progress. It receives the EU financial contribution from the Commission and ensures its distribution as specified in the partnership agreements with the associated beneficiaries. The coordinating beneficiary must be involved in the technical implementation of the project; it must bear part of the project costs and must thus contribute financially to the project budget. Therefore it cannot be reimbursed for 100 % of the costs that it incurs. Furthermore it cannot act, in the context of the project, as a sub-contractor to one of its associated beneficiaries.

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

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

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

A project **co-financer** only contributes to the project with financial resources, has no technical responsibilities and cannot receive part 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, a project may also provide for the use of **sub-contractors**. Sub-contractors cannot act as beneficiaries or vice-versa. Sub-contractors provide external services to the project beneficiaries, who pay in full for the services provided.

For a full description of the rules relating to the coordinating beneficiary, associated beneficiaries, co-financers and sub-contractors, see Articles 3 to 8 of the Common Provisions applicable to Civil Protection projects, published together with this Call for proposals.

Table 2: Roles of the participants in the project

	Contractual relationship with the Commission	Financial involvement in the project	Cost to be covered by the EU financial contribution	Project responsibility vis-à-vis the Commission
Coordinating Beneficiary	Yes	Yes	Yes	Yes
Associated Beneficiary	No	Yes	Yes	No
Sub-contractor	No	No	Yes, invoiced to any of the beneficiaries	No
Co-financer	No	Yes	No	No

7. WHERE AND WHEN TO SUBMIT A PROPOSAL?

7.1 DELIVERY

The proposal must be sent in one single batch, by postal mail or private courier service. Proposals must be delivered to one single address:

EUROPEAN COMMISSION
DG Environment / Civil protection prevention and preparedness unit (ENV.A.4)
CALL FOR PROPOSALS 'PROJECTS ON PREVENTION AND PREPAREDNESS 2010'
BU-9 4/184
B - 1049 Brussels

Delivery by hand is possible at the following address only:

European Commission
Central Mail Service
OIB.4
Avenue de Bourget, 1
B – 1140 Brussels

SUBMISSION BY FAX OR ELECTRONIC MAIL WILL NOT BE ACCEPTED.

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

7.2 PACKAGING

Each proposal must be submitted to the European Commission in **one original bearing original hand-written signatures where requested** and **two** identical, complete, hard (paper) copies, at the address specified in paragraph 7.1. An electronic version (e.g. on CD or memory stick) of Forms A, T and F (in MS Word/EXCEL format, not as a PDF file) must also be attached.

Proposals must be submitted by post or private courier no later than **31 March 2010** (as evidenced by the date of dispatch, the postmark or the date of the deposit slip). They may also be delivered by hand to the specific address indicated in the Guide no later than at **17:00 on 31 March 2010** (as evidenced by the acknowledgement of receipt, dated and signed by the official on duty).

Faxes, electronic mail, incomplete applications, or applications sent in several parts will not be accepted.

7.3 ACKNOWLEDGEMENT OF RECEIPT

Once your proposal has been received and registered by the Commission, an acknowledgement of receipt (Form A11) will be dispatched to the applicant in three weeks after the closing date of the present call for proposals. The acknowledgment of receipt will contain a reference number, which must be mentioned in all correspondence concerning the proposal.

Applicants who have not received an acknowledgement of receipt by e-mail within three weeks after the closing date, should contact the Civil protection prevention and preparedness unit by e-mail:

ENV-A04@ec.europa.eu.

IMPORTANT:

Any document sent to the European Commission after the deadline will not be considered for selection purposes.

7.4. DATA PROTECTION AND MANAGEMENT

For the follow-up of your response to the call for proposals it will be necessary to record and process some personal data (name, address and CV, for example).

You are protected by Regulation (EC) 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 European Union institutions and bodies and on the free movement of such data.

We need your replies to questions and personal data in order to assess proposals in line with the specifications of the call for proposals. The data will only be processed by DG Environment for this purpose and, if applicable, for the grant agreement.

You may, upon request, obtain a copy of your personal data and correct any inaccurate or incomplete data. You also have a right of recourse at any time to the European Data Protection Supervisor.

Should you have any queries about the processing of your personal data, please send them to the e-mail address mentioned under 'Preface'.

8. HOW ARE PROJECTS SELECTED?

8.1 INTRODUCTION AND INDICATIVE SCHEDULE

The Civil protection prevention and preparedness unit in the Directorate-General for Environment is responsible for the evaluation procedure. A grant agreement is sent to each successful applicant.

The following schedule is planned for selecting projects under this 2010 call for proposals:

2010 SCHEDULE

DEADLINE FOR SENDING PROPOSALS	31 March 2010
NOTIFICATION SENT TO (UN)SUCCESSFUL APPLICANTS	2 nd Half 2010
DISPATCH OF GRANT AGREEMENTS AND CLOSURE OF THE CALL	2 nd Half 2010

To ensure fair treatment of the applicants, the Commission will not provide any information regarding the eligibility or the quality of proposals until the end of the selection procedure.

The Commission reserves the right to contact applicants during the evaluation procedure in order to obtain additional information, documentation or clarifications on the content of the proposal, including technical and budgetary aspects. However, this does not imply any kind of negotiations.

8.2 GENERAL PRINCIPLES

Proposals must comply with the following principles:

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

The Commission will evaluate the proposals in the following order:

- (a) assessing the formal eligibility of the proposals (= admissibility and eligibility criteria);
- (b) assessing whether or not exclusion criteria apply (= exclusion criteria);
- (c) assessing the operational and financial viability of the applicant (= selection criteria) and;
- (d) evaluating the overall relevance and quality of the proposals (= award criteria).

8.3 ADMISSIBILITY CRITERIA

All proposals submitted will be checked for compliance with the following admissibility and eligibility criteria:

8.3.1 ADMISSIBILITY:

- A. The proposal must be sent to the European Commission by the deadline mentioned in Chapter 7, paragraph 7.2.
- B. The application must NOT be presented by a body acting as an intermediary for a third party.

Attention: Proposals that do not comply with criteria A and B will be declared inadmissible without any further checks.

- C. Number of copies of the proposal
The proposal must be submitted in the number of copies requested in the packaging requirements; see paragraph 7.2, i.e. one original and two copies plus an electronic copy of the proposal on CD or memory stick.
- D. Use of standard forms
The use of standard application forms provided by the Commission as part of this Call for Proposals is obligatory. Modifications of the content of the forms are not permitted; only minor changes in font, size and layout can be accepted.
- E. Forms must not be hand-written
Except for dates and signatures, the information on the application forms may not be hand-written. Concerning Forms A9 (Legal Entities Form) and A10 (Financial Identification Form), the links on Forms A9 and A10 lead to web applications that can be typed and printed.

- F. All forms must be returned
All forms should be provided. If a specific form is not applicable in view of the project type/content, please mark 'not applicable' or 'N/A' on the form. Please note that Form A8 is not applicable for this call for proposals.
- G. Forms must be signed
Where required, the application forms should be completed with date and signature in such a way that the status and full name of the signatory are clearly identifiable.
- H. Mandatory annexes must be complete (see Chapter 9, paragraphs 9.3 and 9.4)
Mandatory annexes that are required for all applications: (1) the most recent annual activity report of the applicant organisation (coordinating beneficiary) and (2) the curriculum vitae of all relevant professional staff of all organisations involved in the project. In other words (2) is required for all relevant staff involved, both from the coordinating and the associated beneficiaries.
- In addition to these annexes, private organisations** acting as applicants (coordinating beneficiary) must submit (1) the profit and loss account and the balance sheet for the last two financial years; these documents are obligatory for all private organisations; (2) a list of the members of the management or executive board (names, title or function within the coordinating beneficiary organisation); 3) the articles of association (only applicable to private companies) or the official registration certificate of association (only applicable to associations).
- Attention: Proposals for which the documents/forms submitted are not in full compliance with criteria C to H are technically inadmissible and thus eliminated from further evaluation. However, depending on the level of completeness/correctness of the proposal, the Commission may decide to review the question of admissibility after taking appropriate action.**

8.3.2 ELIGIBILITY CRITERIA

- I. The applicant must be established in one of the countries specified in Chapter 6.1 (geographical admissibility).
- J. The applicant must have legal status.
- K. The proposal fulfils the applicable requirement of a minimum number of participating independent entities from different Member States / other eligible countries (see Chapters 2.2 and 3.2).
- L. The proposal must fall within the scope of this call (see Chapters 1, 2 and 3).
- M. The project or project activities must not receive any financial support under other EU financial instruments.
- N. The EU financing rate requested must be within the limits of the EU contribution (see Chapter 5.2, maximum EU co-funding) and not exceed the maximum amounts specified (see Chapters 2.3 and 3.3).
- O. Projects must demonstrate that they are complementary to the efforts already made in the participating states.

8.4 EXCLUSION CRITERIA

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

According to Article 93 (1) of the Financial Regulation,

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment that has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the Commission can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests.

According to Article 94 of the Financial Regulation:

- f) they are subject to a conflict of interest
- g) they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information.

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

8.5 SELECTION CRITERIA

The selection will be based on the applicants' financial and technical capacity to complete the proposed project.

8.5.1 Operational capacity

Applicant organisations must show that they have the technical and management capacity to complete the project. They must demonstrate the capacity to manage a large-scale activity corresponding to the size of the project described in the proposal. In particular, the team responsible for the project must have adequate professional qualifications and experience. In order for this to be assessed, the applicant must include in the proposal:

- the applicant organisation's most recent **annual activity report**;
- the **list of the members of the management or executive board** (names, title or function within the applicant organisation);
- the **curriculum vitae of all relevant professional staff** of both the coordinating and associated beneficiaries involved in the project, preferably using the model given at:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>

Applicants must be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary. They must provide information about their capacity to provide the

service and demonstrate their experience of working with other parties in transnational projects and their ability to complete the project successfully according to plan.

8.5.2 *Financial capacity*

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

- the results of audits by EU institutions on the coordinating beneficiary or an associated beneficiary have clearly shown their inability to comply with the administrative rules regulating EU grants and in particular those applicable to this programme;
- the coordinating beneficiary does not possess the financial capacity to cover their share of project costs/financing. To assess financial capacity, the Commission checks in detail whether the coordinating beneficiary has stable and sufficient sources of finance to ensure the continuity of their organisation throughout the project and to play a part in financing it.

To that end, any coordinating beneficiary with a 'private' status must include in the proposal their annual accounts for the last 2 financial years (i.e. **balance sheet, profit and loss accounts**). As stated in Article 176 of the Implementing Rules of the Financial Regulation, the verification of financial capacity does not apply to public bodies or international organisations.

8.6 **AWARD CRITERIA**

Only proposals which meet the requirements of formal eligibility, exclusion and selection criteria mentioned above will be eligible for further evaluation. During the award stage the Commission will evaluate the overall relevance and quality of the proposal.

Applicants must demonstrate a sound understanding of the objectives of this call. Grants will be awarded to the projects deemed most suitable according to this general criterion.

The following award criteria and scoring system will be applied:

- understanding: clarity, relevance and consistency of the rationale, objectives and planning of the proposed project (25 points);
- methodology to be used for the project implementation, ways and means for translating the project into practice and producing the expected results (25 points);
- cost-effectiveness of the project (25 points) and
- European added-value of the project (25 points).

To qualify for selection, the proposed activity must obtain at least 70 points out of a possible maximum of 100 points and 50 % of the points for each award criterion, i.e. 12.5 points.

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. Poorly designed projects will not be accepted.

Applicants are advised to check the appropriateness, coherence and quality of their proposals against the following questions:

Understanding: clarity, relevance and consistency

Is the pre-operational situation properly described?
What is the problem/need the proposal is supposed to address?
Why is it necessary to deal with this situation?
Is it clearly stated how, where, when and by whom each activity will be undertaken? Are the activities properly described and the necessary resources quantified?
In what way does the proposal intend to address the problem?
What is it expected to achieve?
Why was this approach chosen? Might there be any alternative approaches? If yes, why were they not taken instead?
Do the activities attempt to deal with the whole problem or do they only address part of the issue?
Could this project fall within another area than civil protection?
Has a similar project already been co-financed by the Commission or third parties in the past?
Are the lists of deliverables and milestones comprehensive and consistent with the expected results?
Is the proposal linked to the Community Mechanism for Civil Protection?

Methodology and feasibility

Is there a clear, logical link between problems, objectives, activities and expected results?
Are the project operation and management well organised (who does what and how)?
Have the necessary means (equipment, personnel, etc.) for correct implementation been proposed?
Are mechanisms in place for monitoring and evaluating project activities, so the project can be reoriented if necessary (e.g. Steering Committee meetings monitoring the effectiveness of the activities)?
Is the time-frame realistic, given the resources available?
Are the potential difficulties (constraints) correctly assessed and have sufficient preparations been made to pre-empt them?
Are the aims pursued within the scope of the beneficiary and the associate beneficiaries?

Cost-effectiveness

Is the budget structured and rational?
Is the budget justified and coherent? Are the resources appropriate for the activities, means proposed and the expected results (i.e. is the project cost-efficient)?
Is the EU financing rate requested within the limits of the EU contribution (see Chapter 5.2: Maximum EU co-funding)?
Are costs and contributions clearly and correctly listed?
Are all costs involved in the activity clearly identified and quantified?
Can such costs be concretely documented?
Are overheads within the permitted maximum of 7 % of total eligible direct costs?

European added-value

Is the required minimum number of entities/countries involved in the proposed project?
Would the expected results have relevance for more than one Member State?
Does the project address a topic which is a priority at EU level?
Could the same project be supported under a national, regional, local or bilateral scheme?
Could the results also apply to different contexts (geographical, sectoral ...)?
Are the end results transferable to different contexts and, if so, how (list activities)?

8.7 AWARDING THE GRANT

The authorising officer responsible will take the final decision on the proposals to be co-financed, including the maximum cost and maximum rate of co-financing granted for each. Please note that the Commission reserves the right to award a grant amount lower than the amount requested by the applicant. Grants will not be awarded for an amount higher than the amount requested in the proposal.

The Commission will co-fund the proposals achieving the score required to qualify for selection, within the limits of the overall budget available for this Call for Proposals (see paragraphs 2.3 and 3.3).

The Commission will commit the relevant funds and send a grant agreement to the successful applicants (beneficiaries) to be signed and returned to the Commission. The grant agreement will come into force only once both parties have signed it.

➤ **IF YOUR PROJECT IS NOT SELECTED...**

The Commission will officially inform each unsuccessful applicant in writing, once the award decision has been taken by the Authorising Officer. The Commission's decision is final.

Projects that have not been co-funded under this Call for Proposals will NOT be taken into consideration for future call for proposals.

This ends the process.

9. HOW TO PREPARE AND DRAFT A PROPOSAL?

9.1 GENERAL GUIDELINES

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 associated 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.***

→ ***Before starting to complete the forms read carefully the model Grant Agreement and its annexes (can be downloaded from the following website):***
http://ec.europa.eu/environment/civil/prote/cp03_2010_en.htm

9.2 FORMAL REQUIREMENTS FOR APPLICATIONS

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

In order to facilitate the sorting and duplication of documents, please provide applications **printed on A4 paper** and assembled in **a file or A4 plastic folder with two holes**. Please do not use vinyl envelopes for each page or expensive folders. A simple two-hole binding system is sufficient.

If a form needs to be duplicated, please number each new page of the form sequentially (example: Form A5/1, A5/2 etc.).

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

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

9.3 OBLIGATORY DOCUMENTS TO BE ATTACHED TO THE APPLICATION

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

The following table summarises the necessary obligatory documents:

OVERVIEW OF OBLIGATORY DOCUMENTS

The following documents are required **only for the applicant**, and not for associated beneficiaries, co-financers or sub-contractors, with the **exception** of the Curricula Vitae which are required for applicant and associated beneficiaries.

All applicants	Private entities
Legal Entities Form (A9)	
Annual Activity report	
Supporting documents showing that the national central civil protection authority has been informed in writing	List of the members of the management or executive board
Curriculum Vitae of all relevant professional staff involved in the project (applicant and associated beneficiaries)	
	Articles of association (if applicable)
	Official Statute
	Copy of Certificate of Legal Registration
	Balance sheet and the profit and loss account of the last 2 financial years <u>AND</u> Form F9

1. Legal entities form

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

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm

For applicants that are not yet registered as a Legal Entity on the Commission register, the legal entity form should be accompanied by copies of the following supporting documents: resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity. If the entity has a VAT number, the official VAT registration document is also required.

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database — CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only, or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision

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

2. The annual activity report

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

3. List of members of the management or executive board

For private applicants, a list of the members of the management or executive board is needed. The list should include names, titles and functions in the applicant organisation.

4. Curricula vitae of staff involved in the project

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

5. Articles of association of the applicant

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

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

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

7. Balance sheet and profit and loss account

Private applicants must submit the **balance sheet and the profit and loss account** of the last 2 financial years for which the accounts have been closed. NB: In addition to the submission of these documents, application form F9 must be completed and submitted.

9.4 SPECIFIC REQUIREMENTS FOR PUBLIC ENTITIES

Those applicant organisations that declare themselves to be public entities must comply with all of the following criteria:

- 1. The organisation 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 organisation must be financed totally or to a large extent (i.e. more than 50 %) from public sources.**
- 4. In the event that the organisation 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 authorities and the structures that act on their behalf and under their full responsibility, may be considered as public.

In the event that your organisation does not comply with 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 may be requested at a later stage. Failure to deliver sufficient evidence will lead to a re-classification from public to private.

9.5 SPECIFIC LANGUAGES

Project proposals may be submitted in any official language of the European Union.

However, in order to facilitate assessment by evaluators, an English translation should preferably accompany any proposal written in another language. In such cases, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in their own language and in English.

9.6 SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM

The application form provides information on administrative and technical aspects of the applicant and associated beneficiaries as well as financial information on the project. The application form consists of two parts, which have to be downloaded from the following website:

http://ec.europa.eu/environment/civil/prote/cp03_2010_en.htm

- **Part 1 is the administrative 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.

9.6.1 Part 1: Forms A and T

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

http://ec.europa.eu/environment/civil/prote/cp03_2010_en.htm

- 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, expenditures eligible for financing must not have been incurred prior to the date of submission of the grant application. 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 the coordinating/associated beneficiary is not in any of the situations listed in Articles 93.1 and 94 of the Financial Regulation.

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

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

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

- 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.

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

Coordinating/associated 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 6.2.

International organisations referred to are listed in Chapter 6.2.

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 beneficiary and all associated 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 the beneficiary and the associated beneficiaries. 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 coordinating/associated beneficiary, its legal status, its activities and expertise. The description should enable the Commission to evaluate the operational and technical reliability, i.e. to check whether they have the experience and expertise necessary 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 associated beneficiaries for which this type of information is available. If not applicable, please write 'N/A'. Information from the last financial year should be used. The amount (to be denominated in Euro) should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work.

Last financial year: Indicate the year for which the figures in this section are provided, e.g. '2008'.

- 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 (€). Remember that the amounts in Form(s) A6 must be consistent with the amounts indicated in the financial forms F0 and F1.

- Form A7

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

Applicants frequently underestimate the importance of this form. The Commission pays particular attention to the fact that certain 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 — NOT APPLICABLE TO THIS CALL FOR PROPOSALS

- Form A9

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

- 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 form appropriate to 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 account should be opened in the name of the applicant organisation.

- Form A11

As soon as your proposal is received, the Commission will complete this form and return it to you by email or fax, depending on which field you have filled in. This receipt does not imply any judgment as to the eligibility of your proposal, but only confirms that the application has been received by the Commission. If you have not received it within 14 days after the final submission date, please contact the Commission at the email address mentioned in Chapter 7.3.

- Form T1

The summary is an important part of your proposal. It can be used for information purposes within the Commission. 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 11 of the Common Provisions applicable to Civil Protection projects and Annex II to the Model Grant Agreement, both 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). For reporting requirements see the detailed explanations given in Chapter 9.6.1 on form T3b.

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

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 beneficiary or associated beneficiaries are attending, specify which (if known already). If the beneficiary / associated beneficiaries are organising the event, describe exactly what the topic will be, how it contributes to the objectives, who will be invited (note that the Commission must be invited and, whenever possible, beneficiaries implementing or having implemented similar projects 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 exactly what is planned (subject matter, number of copies, distribution to whom). The target audience should be precisely defined and justified. Note that all such material must include a clear reference to the EU's financial support in order to be eligible for reimbursement and that one copy of each product must be annexed to the progress/interim report or final report.
- **Technical publications on the project:** If already known, indicate in which journal these are to be published. Such publications must acknowledge the 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.

9.6.2 Part 2: Forms F

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

http://ec.europa.eu/environment/civil/prote/cp03_2010_en.htm

All forms should be completed, printed out and inserted into the application. The cells marked in yellow contain formulas and therefore should not be 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 Articles 24 and 25 of the Common Provisions.

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

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

- 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.

- **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 €: Indicate the total costs of the activities undertaken by the beneficiaries as in the forms **A2** and **A3**.

Coordinating beneficiary contribution: specify the amount of financial contribution provided by the coordinating beneficiary, as indicated in form **A2**. This amount cannot include contributions by co-financers (form A6).

Associated beneficiary contribution: Indicate the financial contribution from each associated beneficiary, as indicated in form **A3**. This amount cannot include contributions by co-financers (form A6).

Amount of EU contribution requested: Specify the amount of financial EU contribution requested by the coordinating beneficiary and each of the associated beneficiaries.

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

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

- Form F2 (a and b):

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

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

Depending on the number of tasks or activities, rows may have to be added on these tables. Information should be consistent with the contents of the technical forms. If not applicable, applicants should disregard this form – it has been kept as a blank sheet, for numbering purposes only.

- Notes common to Forms F3 to F7

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

- Form F3 — Personnel costs (only direct costs)

General In conformity with article 172a (2e) of Commission Regulation (EC, Euratom No 2342/2002 of 23 December 2002 — as amended by Commission Regulation (EC) No 1248/2006 of 7 August 2006, laying down detailed rules for the implementation of the Financial Regulation), the salary costs of civil servants may be considered only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

Type of contract: Please indicate the exact legal name of the type of contract (permanent staff, temporary, etc.) Service contracts with individuals may be charged to this category on the condition that the individual concerned works in the coordinating/associated beneficiary's premises and under its supervision and provided that such practice complies with the relevant national legislation. The time that each individual spends working on the project 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.

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	25 days
Less statutory holidays	11 days
= Total productive days	<u>225 days</u>

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

If temporary staff are 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.

- Form F4 — Travel and subsistence costs

You may use more than one line to describe the reason for travel or destination, if necessary, but costs may be presented collectively: e.g. for the total of all technical 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 coordinating/associated beneficiary. Coordinating and associated beneficiaries should endeavour to travel in the most economical and environmentally friendly way. Please indicate travel unit costs. For this purpose you may also refer to data from previous experience or to quotes from a travel agent.

Subsistence costs: These cover hotel costs, meals, sundry expenses, local transport etc. and should be applied according to the internal rules of the coordinating/associated beneficiary. *If there are no such rules, the subsistence costs must not exceed the scales approved annually by the Commission (see Chapter 12).*

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

- Form F5 — Equipment costs

Supplier/procedure: Specify the legal name of the supplier (if already known). Specify the procedure followed or planned for selecting the supplier, e.g. 'public tender', 'direct treaty', 'framework agreement', etc. Sub-contracts by a 'public' beneficiary must be awarded in accordance with the applicable rules on public tendering and in conformity with EU Directives on public tendering procedures.

The 'private' coordinating/associated 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 coordinating/associated beneficiary will apply its internal accounting standards to calculate the rate of depreciation applicable for each item. To do this they must take into account the date of purchase, the duration of the project and the rate of actual use for the purposes of the project. Only depreciation costs for equipment purchased during the lifespan of the project can be recorded in this category.

- Form F6 — Sub-contracting / external assistance costs

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

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

The 'private' coordinating/associated 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 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: *Coordinating and associated beneficiaries cannot sub-contract to one another or internally (e.g. between departments or subsidiaries).*

If according to Article 31.1 of the Common Provisions Costs an **independent financial audit** is required, the coordinating beneficiary should incorporate an appropriate cost under sub-contracting. The purpose of the audit report is to certify that the accounts submitted are sincere, reliable and substantiated by adequate supporting documents. The auditor must also certify that all costs incurred

comply with the provisions set in the Grant Agreement. (NB: For public bodies, the financial audit can be conducted by the appropriate internal audit services of the institution.)

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

- Form F7 — Other direct costs

Supplier/procedure: as above, if applicable

Description: Give a clear description of the other costs, e.g. type of consumables, financial costs such as a bank guarantee (if required by the Commission), inscription fees etc.

It should be noted that communication costs (e.g. telephone, mailing), costs related to buildings (e.g. rent, heating, electricity) and general administrative expenses (e.g. office equipment, stationery) should be charged to the overheads category, unless it can be proved that the cost item is directly and exclusively linked to the project. If applicable, please specify the type of unit used (e.g. pages, etc).

Bank guarantee: A guarantee by a bank or financial institution equal to the amount of the advance payment (pre-financing), and covering the duration of the project plus six months, is obligatory only when the total pre-financing represents over 80 % of the total amount of the EU contribution and exceeds €60 000. This obligation does not apply to public sector bodies and international organisations. This guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiary and its project associated beneficiaries. The guarantee must be denominated in Euro.

- Form F8 – ‘In kind’ contributions (1) /costs not included in the budget (2)

(1) refers to voluntary work or other services or assets that will be available for the project free of charge and may be accounted as a ‘virtual’ cost for information purpose only, e.g. working time free of charge, free use of premises, accommodation, meals etc. (2) refers to 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.

- Form F9 — Determination of financial capacity

Simplified balance sheet and profit and loss account

Form F9 has to be completed **by private applicants only**. Applicants considered as public entities or international organisations (see Chapter 6.2) do not have to complete this form. Private applicants must indicate if they are a profit- or a non-profit-making company/organisation.

Within form F9, financial data based on the company’s/organisation’s balance sheet and profit and loss account are collected in a standardised form. Please find below a correspondence table explaining the grouping of different accounts compared to the Fourth Directive on accounting harmonisation. You should complete this form carefully. Given its complexity, the form should be completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Thus, it is very important that the data reported are accurate. The Commission may wish to cross-check the data with those reported in the official certified accounts (to be submitted as obligatory documents by private applicants). For this purpose, the Commission reserves the right to ask for further documentation during the evaluation process.

The amounts have to be entered in euros. For financial statements 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/inforeuro/index.cfm?Language=en>

Abbreviations *t-1* and *t0*

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

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

3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand
3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	

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

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	1. Net turnover
7. Variation in stocks	2. Variation in stocks of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalised. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalised 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) social security costs, with a separate indication of those relating to pensions
12. Gross operating profit	Gross operating profit	
13. Depreciation and value adjustments on non-financial assets	7. Depreciation and value adjustments on non-financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit	Gross operating profit — Depreciation and value adjustments on non-financial assets	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar Charges	
18. Profit or loss on ordinary activities	Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year	Profit or loss for the financial year	21. Profit or loss for the financial year

10. KEY REFERENCES AND WHERE TO FIND THEM

- IF YOU WANT TO CHECK THE LEGAL FRAMEWORK FOR THIS CALL FOR PROPOSALS (e.g. Civil Protection Financial Instrument, 2010 Work Programme), AND TO FIND MORE INFORMATION ABOUT EUROPEAN CIVIL PROTECTION, PLEASE VISIT:

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

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

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

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

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

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

ENV-A04@ec.europa.eu

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

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

11. CHECKLIST FOR SUBMITTING A GRANT APPLICATION

GENERAL

- **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 revenues.
- **One original** (clearly identified) plus the required **two copies** have been submitted (including one electronic version).
- **Standard forms** have been used
- **Forms are not handwritten**

REMINDER OF SIGNATURES

- **Form A2 duly signed and dated** by the applicant (coordinating beneficiary).
- In the case of further participants, **Form A3 duly signed and dated** by each associated beneficiary.
- In case of other co-financers apart from the applicant, the partner(s) and the Commission, **Form A6 duly signed and dated** by each co-financer (one form per co-financer).
- **Form A9 duly signed, dated and stamped** by the legal representative of the applicant.
- **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)

REMINDER OF OBLIGATORY ANNEXES

- Please **do not forget to attach the obligatory annexes**, as described in Chapter 9.3!

12. DAILY ALLOWANCE AND MAXIMUM HOTEL COSTS IN ELIGIBLE COUNTRIES

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