

**EUROPEAN COMMISSION
Directorate-General for
ENVIRONMENT**

**NGO Funding under Life+
Grant application guide
2008**

**The guide includes detailed information
on the call for proposals and advice on
how to prepare applications**

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1. Useful addresses

1. Commission Services

NGO Funding is managed by unit A1, Communication and Governance, in the Directorate General Environment (DG ENV).

Postal address:
EUROPEAN COMMISSION,
DG ENV.A1, BU-5 00/134,
B-1049 BRUSSELS

- Fax (+32-2) 298 63 27
- E-mail address: env-ngo@ec.europa.eu
- INTERNET : <http://ec.europa.eu/environment/funding/finansup.htm>

Delivery by hand (no later than 16.00) is possible at the following address only:

European Commission
ENV/A1
Central Mail Service
Avenue du Bourget, 1
B – 1140 Evere

Contact person in the Commission is:

- SPENS Katharina, Telephone number (+32-2) 299 05 21
- E-mail address: env-ngo@ec.europa.eu

2. WHAT IS NGO FUNDING?

Legal base

Regulation (EC) No 614/2007 of the European Parliament and of the Council of 23 May 2007 concerning the Financial Instrument for the Environment (hereinafter referred to as the LIFE+ Regulation)¹ constitutes the legal basis for the support to non-governmental organisations (NGOs) primarily active in the field of environmental protection and enhancement at a European level.

In accordance with the multi-annual priorities defined in Annex 2 to the LIFE + Regulation², one of the principal objectives of the programme is to promote non-governmental organisations (NGOs) primarily active in the field of environmental protection and enhancement at a European level in the following priority areas of action:

- strengthening the participation of NGOs in the dialogue process in environmental policy-making and in its implementation,
- strengthening the participation of NGOs in the European standardisation process in order to ensure balanced stakeholder representation and the systematic integration of environmental aspects.

Objectives

The objective of this mechanism is to promote NGOs which are primarily active in the field of environmental protection at European level. This should, in turn, strengthen the participation of NGOs in the dialogue process in environmental policy-making and in its implementation.

To this end, and in accordance with article 5.2 of the LIFE+ Regulation, the objective of this Call for proposals is to co-finance the operating costs of European environmental NGOs in relation to activities provided for in their annual work programme that involve contributing to the development and implementation of Community environmental policy and legislation in Europe.

The main focus of their work programme should relate to the policy priorities of the Sixth Environment Action Programme:

- Climate Change;
- Nature and Biodiversity;
- Environment and Health;
- Natural resources and waste;
- Horizontal or cross-cutting issues (such as standardisation).

Available budget

The indicative available budget for this call for proposals is EUR 8.500.000.

¹ OJ L 149, 09.06.2007, p.1.

² Principal objective n° 15.

3. WHICH ORGANISATIONS CAN BE CO-FINANCED?

Consideration will be given only to proposals from organisations:

1. which are independent and non-profit-making, primarily active in the field of environmental protection and enhancement with an environmental objective aimed at the public good and with a view to sustainable development.

For an indication of “**Common characteristics of a non-governmental organisation**”, see Discussion Paper “The Commission and non-governmental organisations: Building a stronger partnership” (under point 1.2) at: http://ec.europa.eu/civil_society/ngo/docs/communication_en.pdf

2. which are active at a European level either singly or in the form of several co-ordinated associations with a structure (membership base) and activities covering at least **three** EU Member States. Activities and membership base should primarily be at a European and not at an international level. Organisations based on networks must be mandated by their members, through a Management Board or other administrative forum, to represent them at the EU level and to be responsible for the activities of the network;

It should be noted that loose co-operation or temporary partnerships are not eligible under this Programme. The membership structure should be fixed and comprise of member organisations. This means that organisations with a membership base consisting only of individual physical persons would not be considered eligible.

3. which are legally established in one of the EU member states;
4. whose activities meet, in particular, the principles underlying the Sixth Environment Action Programme¹;
5. which have been legally constituted for more than 2 years and have had its annual statement of accounts for the two preceding years certified by a registered auditor. In cases of exceptional circumstances, the Commission may grant a derogation from these two requirements, provided that this would not compromise the protection of Community financial interests.

It should be stressed that an audit is an *additional* independent control, made by an approved auditor, of the annual financial statement, which the bookkeeper (or company contracted to keep the books) has already closed and signed, and which is carried out in accordance with certain fixed and recognised principles. **The person or company, which normally does the bookkeeping, cannot be the same one, which carries out the audit and certification of the books. The auditor should carry out an audit and not a limited review. This should include checks on the underlying documents.**

The Commission may consider as “exceptional circumstances” the creation of a new network by experienced NGOs, provided that the annual statements of

¹ OJ L 242, 10.9.2002, pp. 1-15. <http://ec.europa.eu/environment/newprg/index.htm>

accounts of the founding members are certified by a registered auditor. There must be documentation from 3 founding members from at least 3 eligible countries.

6. whose financial resources are not exclusively made up of subsidies from European Union institutions. Moreover, **the budget estimate for the proposed activities must be in balance**. This means that the totals presented under “eligible expenditure/costs” and “forecasted revenues” in the budget of the application form must match.

N.B. Only the costs incurred by the applicant will be considered as eligible. Member organisations may participate in the implementation of the work programme, but costs incurred by member organisations will not be considered eligible costs. Member organisations may however act as sub-contractors to the applicant provided all rules and procedures applicable to sub-contracting are respected (see section 7.3.2).

4. HOW MUCH WILL THE COMMISSION GRANT?

The maximum EU-funding rate is 70 % of the eligible costs of the operating budget of the beneficiary organisation for its 2008 budgetary year. Costs eligible for financing may neither have been incurred before the grant application was lodged nor before the start of the beneficiary's budgetary year.

Actions that benefit or will benefit from aid under other Community financial instruments are not eligible under this programme.

The work programme and budget should, therefore, exclude activities co-financed by other Community sources. This information should however be presented in form A7.

Payment conditions

Following the award of a grant and after the signatures of the grant agreement by both parties, the Commission will pay a maximum of **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 grant will be made on the basis of the eligible costs of the work programme as calculated by the Commission on the basis of the final financial statement certified by an independent auditor.

Please note that interests yielded from the pre-financing payment must be declared in the final financial statement and will be deducted from the final amount of the grant.

5. WHERE AND WHEN TO SUBMIT A PROPOSAL?

Each proposal must be submitted in **1 original** bearing original hand-written, signatures where requested, and **2** identical, complete, hard (paper) copies, to the European Commission at the address specified in section 1. An electronic version on CD of the forms A, T and F (in format MS Word/EXCEL) must also be attached.

Proposals should be sent to the Commission by 7 December 2007. The complete proposal must be sent or delivered by post, by private courier or by hand by the set deadline to the address indicated on p.1 of the application guide. The postmark, the date of collection by the courier or the acknowledgement of receipt dated and signed by the responsible Commission official will serve as proof of the date of submission of the proposal. Faxes, electronic mail, incomplete applications, or applications sent in several parts will not be accepted.

6. HOW ARE BENEFICIARIES SELECTED?

The applications received are registered by the Commission and an acknowledgement of receipt is transmitted to the applicant.

Unit A.1, Communications and Governance, of the Environment Directorate General is responsible for the evaluation procedure.

The Selection and Award Process shall take place in five successive phases

1. Verification of applications against receivability criteria
2. Verification of applications against eligibility criteria
3. Verification of applications against exclusion criteria
4. Verification of applications against selection criteria
5. Assessment of applications against award criteria

INDICATIVE SCHEDULE

Deadline for sending proposal	7 December 2007
Notification sent to unsuccessful applicants	February 2008
Closure of the selection round and despatch of grant agreements to successful applicants	March - April 2008

- ***Any document sent to the European Commission after the fixed deadline will not be considered for selection purposes unless specifically requested by the Commission.***
- ***In order to ensure fair treatment of the applications, the Commission will not respond to any request for information regarding the eligibility or quality of proposals during the selection procedure.***

Step 1. RECEIVABILITY CRITERIA

An application received may not be accepted for one or more of the following reasons:

- A. Application sent to the European Commission after the deadline.
- B. One or more copies are missing
The number of copies submitted is less than that requested in the application file.
- C. Non-standard forms have been used

This does not refer to changes in font, size and layout, but to modifications of the content of the forms as presented in this application file.
- D. Forms are partly or completely hand-written

This obviously does not refer to signatures or other type of information that cannot be typed/printed.
- E. Forms are missing

All forms should be provided. If a specific form is not applicable in view of the content, please mark the form with "N/A"
- F. Mandatory annexes are missing
All documents listed as obligatory documents to be attached to the application in section 8 and 10 of these guidelines must be annexed to the application forms.
- G. Forms are not signed
Where required, the proposal forms should be completed with date and signature whereby status and full name of the signatory is clearly in evidence.
- H. Application presented by a body acting as an intermediary for a third party.

Step 2. ELIGIBILITY CRITERIA

To be eligible the organisation must:

- A. be independent and non-profit-making, primarily active in the field of environmental protection and enhancement with an environmental objective aimed at the public good and with a view to sustainable development;

For an indication of "**Common characteristics of a non-governmental organisation**", see Discussion Paper "The Commission and non-governmental organisations: Building a stronger partnership" (under point 1.2) at: http://ec.europa.eu/civil_society/ngo/docs/communication_en.pdf

- B. be active at a European level either singly or in the form of several co-ordinated associations with a structure (membership base) and activities covering at least **three** EU Member States. Activities and membership base should primarily be at a European and not at an international level. Organisations based on networks must be mandated by their members, through a Management Board or other administrative forum, to represent them at the EU level and to be responsible for the activities of the network;

It should be noted that loose co-operation or temporary partnerships are not eligible under this Programme. The membership structure should be fixed and comprise of member organisations. This means that organisations with a membership base consisting only of individual physical persons would not be considered eligible.

- C. be legally established in one of the EU member states;
- D. have activities that meet, in particular, the principles underlying the Sixth Environment Action Programme¹;
- E. have been legally constituted for more than 2 years and have had its annual statement of accounts for the two preceding years certified by a registered auditor. In cases of exceptional circumstances, the Commission may grant a derogation from these two requirements, provided that this would not compromise the protection of Community financial interests.

It should be stressed that an audit is an *additional* independent control, made by an approved auditor, of the annual financial statement, which the bookkeeper (or company contracted to keep the books) has already closed and signed, and which is carried out in accordance with certain fixed and recognised principles. **The person or company, which normally does the bookkeeping, cannot be the same one, which carries out the audit and certification of the books. The auditor should carry out an audit and not a limited review. This should include checks on the underlying documents.**

The Commission may consider as “exceptional circumstances” the creation of a new network by experienced NGOs, provided that the annual statements of accounts of the founding members are certified by a registered auditor. There must be documentation from 3 founding members from at least 3 eligible countries.

→ ***Only if your proposal complies with all eligibility criteria will it be further assessed.***

¹ OJ L 242, 10.9.2002, pp. 1-15. <http://ec.europa.eu/environment/newprg/index.htm>

Step 3. EXCLUSION CRITERIA

A proposal will be excluded if the applicant in this proposal is in any of the situations mentioned below:

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

The applicant has to sign a declaration (form A2) on oath that the organisation mentioned acting as applicant in the proposal is not in any of the situations mentioned above. The Commission may request at any time further evidence for the correctness of that declaration.

Step 4. SELECTION CRITERIA

If one of the selection criteria listed hereafter is not fulfilled, organisations are declared not selected and are eliminated from the further evaluation process.

1. Technical soundness of participants

Are the applicant and/or participants technically reliable?

A proposal is eliminated on the basis of this criterion if the evaluator has strong evidence that the applicant is not reliable from a technical point of view and fall under any of the following situations:

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

In order to allow an assessment of their operational capacity, organisations must submit, together with their applications:

- a) the curriculum vitae of the legal representative of the organisation;
- b) the curriculum vitae of the main collaborators (staff members / contact person responsible for the general coordination of the work programme) showing all their relevant professional experience to complete the proposed work programme;
- c) one or more recent activity report(s) allowing an assessment of the organisation's objectives and activities.

2. Financial soundness of participants

A proposal is eliminated on the basis of this selection criterion only if the evaluator has strong evidence that the applicant is not reliable from a financial point of view and/or fall under any of the following situations:

- the results of audits carried out by Community institutions in relation to the applicant have clearly shown their inability to comply with the administrative rules regulating Community grants and in particular those applicable to this programme,
- the applicant does not possess the financial capacity to cover his share of costs/financing.

In order to permit an assessment of its financial capacity, the applicant organisation must submit the following documents with its application:

- Certified accounts for the last two financial years which consist of the profit and loss accounts of the organisation and the balance sheets (assets and liabilities), and the related notes, if any. These documents must be certified (stamped, dated and signed) by an approved auditor (a person who does not belong to the applying organisation and is not involved in the management of the organisation).
- Bank identification form duly filled in by the beneficiary and certified by a representative of the bank with original signatures.

- Financial capacity form – F8.

Step 5. AWARD CRITERIA

At this stage the Commission will evaluate the overall quality and interest of all proposals that complied with the criteria under Steps 1, 2 and 3.

The proposal submitted shall demonstrate a sound understanding of the subject and the way in which the work programme of the applicant will further the objectives described in the Sixth Environment Action Programme in one or more of the priority areas below. The grants will be awarded with a view to the successful completion of those work programmes deemed the most suitable.

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

a) The extent to which the application and, more specifically, the proposed work programme demonstrate policy relevance and potential impact of involvement in Community environmental policy-shaping and implementation, in relation to the following priority areas:

- Climate Change
- Nature and Biodiversity
- Environment and Health
- Natural Resources and Waste
- Horizontal or cross-cutting issues (such as standardisation).

Please note that there is no direct link between the number of fields covered and the evaluation result. An applicant with high quality activities in a few areas will get a higher score than an applicant with medium quality activities in many areas.

b) The extent to which the application and, more specifically, the proposed work programme demonstrate policy relevance of activities relating to environmental education, enlargement and third countries in relation to the policy areas listed above under (a).

For a) and b), the policy relevance should be demonstrated by clear links between the proposed work programme and relevant Community policy initiatives. The potential impact on EU environmental policy formulation and implementation should be explained.

c) The extent to which the application and, more specifically, the proposed work programme, demonstrate potential for institutional/ capacity building effect. Significant improvement is expected of the targeted organisations as compared to the present situation.

The expected organisational development should allow the NGO to be a more effective partner in the policy process. This could relate to:

- Organisational structure and staffing
- Strategic approach
- Financial management

- Evaluation and reporting
- Technical competence

A point system will be applied to evaluate the applications against the award criteria. The maximum score for criterion a) will be 70 and for criteria b) and c) 15 points each. Applicants are therefore encouraged to provide information on their activities in respect to all three award criteria.

The forecast budget of all applications will be reviewed to delete any cost elements which are judged excessive or ineligible. At this stage, the Commission may ask for further clarifications.

The Community contributions aim at facilitating the implementation of a work programme, which could not otherwise be implemented without the support of the European Union. The financial contribution is based on the co-financing principle. It is only a supplementary financial contribution, additional to local, regional, national contribution and/or private contributions obtained for implementing the work programme of the organisation.

THE AWARD DECISION

The Commission will then select, within the limits of the available budget, those applications which rank the highest score. This decision shall include, for selected organisation, the maximum financial amount of the grant and the rate of co-financing granted.

The Commission may also decide to draw up a reserve list of applications to be co-funded in case additional funds become available for the Programme or in case promoters withdraw their (selected) project.

The selection of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The Commission reserves the right to reduce the grant requested if the proposal includes elements considered too expensive or not eligible. In addition, since there is a limited overall budget for the funding programme, the Commission reserves the right to propose a level of support lower than that requested. The reduction will be applied proportionally (i.e. the same percentage) to all selected proposals. The awarding of the grant does not establish an entitlement for subsequent years. Furthermore, under no circumstances can the amount awarded be more than the amount requested.

The Commission may invite applicants to provide a revised budget to ensure compliance with the rules on eligible costs or where the granted amount is different from the amount requested in the application.

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

➤ IN THE CASE YOUR ORGANISATION IS NOT SELECTED...

The Commission will officially inform each unsuccessful applicant. A letter will be sent after the Commission decision.

7. MAIN FINANCIAL AND MANAGEMENT RULES

7.1. General principles

Operating grants are subject to the principles laid down in the Financial Regulations and especially the principles of co-financing, prohibition of double financing and no-profit shall apply to them.

Co-financing

Community grants may not finance the entire operating expenditure of an organisation. Beneficiaries must supply evidence of the co-financing provided, either by the way of own financial contribution, or in the form of public or private assistance obtained elsewhere.

No double financing

An organisation may be awarded only one operating grant per financial year. European organisations to be funded further to the completion of the current Call will not be allowed to submit similar requests for subsidies with a view to obtaining a financial contribution to their operating costs from other Commission services. Failure to comply with this specific requirement will entitle the Commission to unilaterally terminate the grant agreement in addition to demanding the full repayment of all sums received by the beneficiary under the said grant agreement.

In requests for subsidies towards the costs of specific activities or projects, if any, it is not allowed to claim for overhead costs identified in the provisional budget as "indirect eligible costs"

Organisations that receive other Community financing like specific grants for actions not covered by the work programme part of this call, shall dispose of management and accounting tools that allow a clear separation of costs and revenues for each activity.

No-profit rule

The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of the operating receipts over operating costs. Any income of the implementation of the work programme must be indicated both in the estimated budget and the final financial statement. The amount of the grant will be reduced by the amount of any surplus.

Beneficiary

Only the costs incurred by the beneficiary organisation signing the grant agreement with the Commission will be considered as eligible. Member organisations may participate in the implementation of the work programme, but costs incurred by member organisations will not be considered eligible costs. Member organisations may however act as sub-contractors to the applicant provided all rules and procedures applicable to sub-contracting are respected (see section 7.3.2).

7.2. Rules related to the operating grant

- The grant does not cover ineligible costs (see below for definition).
- Contributions in kind (unpaid charity work by a private individual or corporate body, etc.) cannot be accepted as eligible costs.
- Signed letters of commitment from the beneficiary organisation and/or other sources must be provided, stating the precise amount of each financial (cash) contribution to the budget.

7.3. The estimated budget

7.3.1. The budget must be detailed and balanced

Grant applications must include a detailed estimated budget presented in Euro. Beneficiaries established in countries outside the Euro zone should be aware that they fully carry any exchange rate risk.

The operating budget estimate must be properly balanced: the two totals (income and expenditure) must be the same, since the available income (including the grant requested from the Commission) will have to finance the planned expenditure. All the items related to the implementation of the work programme must be included. Costs for which Community funding is not being sought should be reported under the heading "costs not included in the budget" (form F0). Please note that actions financed by other Community sources should be clearly identified and listed in form A7.

The beneficiary may, when implementing the work programme, adjust the estimated budget by transfers between items of eligible costs, provided that this adjustment of expenditure does not affect implementation of the work programme and the transfer between items does not exceed 20% of the amount of each item of eligible costs as shown in the estimated budget.

7.3.2. Expenditure

In order to be eligible for Community funding, costs must:

- Be necessary for the implementation of the work programme, be included in the estimated budget attached to the agreement, reasonable and justified and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- Be generated during the lifetime of the work programme (i.e. during the period of eligibility for Community funding as will be specified in the agreement);
- Be actually incurred by the beneficiary, be recorded in his accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- Be identifiable and verifiable.

Beneficiaries must take care to avoid any unnecessary or unnecessarily high expenditure.

Expenditure eligible for financing may not have been incurred before the grant application was lodged or before the start of the beneficiary's budgetary year.

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

Eligible costs shall fall under the following categories:

- Personnel;
- Travel and subsistence;
- Rental, equipment and depreciation;
- External assistance / Subcontracting
- Overheads / general administration.

7.3.2.1. Eligible Costs

In particular, the following direct costs are eligible:

- **Personnel**

The cost of staff assigned to the implementation of the work programme, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, is eligible. The salary costs should not exceed the average rates corresponding to the beneficiary's usual policy on remuneration. In addition, they should not be higher than the generally accepted rates in the market for the same kind of service.

The daily rate must be calculated on the basis of an average of 20 days per month, up to a maximum total of 220 working days per annum.

When submitting the request for final payment, the beneficiary may have to provide pay slips and timesheets justifying the actual staff costs declared.

Service contracts with individuals may be charged to this category on the condition that the individual concerned works in the beneficiary's premises and under its supervision and provided that such practice complies with the relevant national legislation. The time which each individual spends working on the work programme shall be recorded using time sheets established and certified by the beneficiary.

For personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the beneficiary organisation to cover these costs, and the assignment of the staff in question must be genuine, necessary and reasonable in relation to the activity being subsidised and to the duration of the work programme.

The cost of eventual work to be performed by external experts by means of subcontracting should not be included in staff costs but under external assistance / subcontracting.

- **Travel and subsistence**

The travel and subsistence costs related to the participants to the events foreseen in the implementation of the work programme are eligible, provided that they are in line with the beneficiary's usual practices on travel costs, or do not exceed the scales approved annually by the Commission (see below).

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

Daily subsistence allowances (DSA) are paid as a flat-rate amount and are considered to cover accommodation (hotel) and subsistence (breakfast + two main meals, local transport, cost of telecommunications and all other sundries). Daily subsistence allowances are to be calculated as follows according to the length of the mission:

- stays less or equal to 6 hours: reimbursement of actual costs (on production of supporting documents);

- over 6 hours up to 12 hours inclusive: 0.5 DSA;

- from 12 hours up to 24 hours inclusive: 1 DSA;

- from 24 hours up to 36 hours inclusive: 1.5 DSA;

- from 36 hours up to 48 hours inclusive: 2 DSA;

- from 48 hours up to 60 hours inclusive: 2.5 DSA, etc.

The maximum amounts (in Euro per calendar day) accepted for each country is set out in the table below, and these rates should be taken into account in the budget estimates¹:

<i>Destinations</i>	<i>DSA in EUR</i>	<i>Maximum hotel price in EUR</i>
AT Austria	95,00	130,00
BE Belgium	92,00	140,00
BG Bulgaria	70,00	205,00
CY Cyprus	93,00	145,00
CZ Czech Republic	75,00	155,00
DE Germany	93,00	115,00
DK Denmark	20,00	150,00
EE Estonia	71,00	110,00
EL Greece	82,00	140,00
ES Spain	87,00	125,00
FI Finland	104,00	140,00
FR France	95,00	150,00
HU Hungary	72,00	150,00
IE Ireland	104,00	150,00
IT Italy	95,00	135,00
LT Lithuania	68,00	115,00
LU Luxembourg	92,00	145,00
LV Latvia	66,00	145,00
MT Malta	90,00	115,00
NL The Netherlands	93,00	170,00
PL Poland	72,00	145,00
PT Portugal	84,00	120,00
RO Romania	60,00	170,00
SE Sweden	97,00	160,00
SI Slovenia	70,00	110,00
SK Slovakia	80,00	125,00
UK United Kingdom	101,00	175,00

Catering

The total amount, by event, calculated according to the above mentioned rules regarding DSA's shall constitute a maximum. If catering services are provided by the organisers, the DSA's directly paid to participants must be reduced.

- **Rental, equipment and depreciation**

Depreciation for purchase of equipment: the purchase costs of equipment (new or second-hand) is eligible provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the period of eligibility for Community funding covered by the grant agreement may be taken into account by the Commission, except where the nature and/or the context of its use justifies different treatment by the Commission.

Rent and charges of equipment and/or premises/offices are eligible for the duration and (for offices) the surface explicitly dedicated to the implementation of the work programme.

- **External assistance / Sub-contracting:**

¹ The daily allowance rates are subject to periodic review by the Commission.

Any service undertaken by an external party in connection with the implementation of the work programme is considered to be **subcontracting**.

Beneficiaries should have the operational capacity to complete the work programme to be supported. However, when justified and necessary, parts of the project may be subcontracted to another person or organisation. In this case, the beneficiary shall ensure that some of the terms applicable to itself under the agreement are also applicable to the subcontractors¹.

The total expenditure related to sub-contracting may not exceed 30 % of the total eligible costs. Higher percentages may be considered only in exceptional and well justified cases.

It must be clearly specified in the work programme which tasks it is intended to subcontract and why this subcontracting is necessary.

Main rules related to subcontracting activities:

When concluding external contracts in order to implement the work programme which involve eligible costs for the operating budget, the beneficiary must seek competitive tenders from potential contractors and award the contract to the bid offering **the best value for money**. In doing so, the beneficiary shall observe the principles of transparency and equal treatment of potential contractors and shall take care to avoid any conflict of interests.

Contracts as referred to above may be awarded only in the following cases:

- a) They may only cover the execution of a limited part of the work programme;
- b) Recourse to the award of contracts must be justified having regard to the nature of the tasks covered by the work programme and what is necessary for its implementation;
- c) The tasks to be subcontracted and the corresponding estimated costs must be set out in detail in the budget estimate;
- d) Any recourse to the award of contracts not explicitly foreseen in the agreed work programme and in the provisional budget shall be subject to prior written authorization by the Commission. This obligation does not apply when the budgetary change remains within the limit of 20% (see also point 7.3.1) and provided the 30% ceiling for sub-contracting is respected.
- e) The beneficiary shall retain sole responsibility for the implementation of the work programme and for compliance with the provisions of the agreement. The beneficiary must undertake the necessary arrangements to ensure that the winner of the contract waives all rights in respect of the Commission under the agreement;
- f) The beneficiary must undertake to ensure that the terms¹ applicable to him under the agreement are also applicable to the winner of the contract.

• **Other direct costs**

This category may include costs arising from requirements imposed by the agreement such as audit costs, financial guarantee or other direct costs (dissemination, publications, etc) that cannot due to their nature be reported under any of the other category.

• **Overheads / General administration costs**

¹ The terms related to liability, conflict of interests, confidentiality, publicity, evaluation, assignment and checks and audits.

Administration costs include running costs of the organisation, such as communication costs (telephone, fax, internet & e-mail, postage), insurance, maintenance of office equipment, consumable and supplies, bank charges, etc...

7.3.2.2. Ineligible costs

The following expenses are ineligible and not accepted:

- Contributions in kind: these are contributions that are not invoiced, e.g. voluntary work, or equipment or premises made available free of charge;
- Expenditure not related to the implementation of the work programme.
- Expenditure that is not supported by documentary evidence;
- Expenditure incurred outside the performance period;
- Expenses incurred outside EU-27;
- Cost of purchasing infrastructure equipment including buildings, land and second-hand equipment (except to the amount of the annual depreciation of the equipment purchased);
- Capital increases and return on capital;
- Debt and debt service charges, doubtful debts;
- Provisions;
- Interest owed;
- Exchange losses;
- VAT, unless the beneficiary can show that he/she is unable to recover it;
- Excessive or reckless expenditure;
- Costs incurred by the beneficiary but already covered by a specific action receiving a Community grant.

7.3.3. Income

Total income must be identical to total expenditure. The income side of the budget must show:

- The direct monetary (**cash**) contribution from the beneficiary's own resources and/or the contribution from any other fund providers, including members of the organisation or network. This means an effective income, a financial flow that can be traced in the written accounts of the beneficiary.
- Any income expected to be generated by the implementation of the work programme should be detailed (e.g. the yield from sales of publications or the fees charged to participants attending a conference, membership contributions, financial interest, etc.).
- The grant sought from the Commission.

7.4. How the grant will be calculated

The Commission will calculate its contribution as a percentage of the total eligible costs of the implementation of the work programme.

The selection of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The Commission reserves the right to reduce the grant requested if the proposal includes elements considered too expensive or not eligible. In addition, since there is a limited overall budget for the funding programme, the Commission reserves the right to

propose a level of support lower than that requested. The reduction will be applied proportionally (i.e. the same percentage) to all selected proposals.

If an organisation has received funding previously under this programme, and the budget presented under this call has increased more than the inflation rate, a specific justification for the increase should be given.

How the final amount of the grant will be determined

If the actual expenditure turns out to be lower than the budgeted expenditure, the actual grant will also be reduced in application of the percentage contribution, which will remain the same. If the actual expenditure turns out to be higher than the budgeted expenditure, the Commission's grant will not be increased.

A mere forecast of expenditure does not give entitlement to a grant. This is why the final grant amount cannot be calculated until the Commission has received the final activity report and the final financial statement of the receipts and expenditure. In order to be accepted as actual costs, the expenditure that is committed to the implementation of the work programme must correspond to payments made by the beneficiary as evidenced by invoices (to be kept by the beneficiary) or equivalent supporting documents. It must also relate to actual rather than expected costs.

7.5. Bank account and interest generated by pre-financing payments

Payment shall be made to the beneficiary's bank account or sub-account denominated in Euro. This account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Commission. If the funds paid to their account yield interest or equivalent benefits under the law of the State on whose territory the account is opened, such interest or benefits shall, if they have been generated by pre-financing payments which remain the property of the European Community, be recovered by the Commission as specified in the grant agreement:

The beneficiary shall inform the Commission of any interest or equivalent benefits yielded by the pre-financing payment it has received from the Commission. Notification must be made when the request is introduced for payment of the balance that clears the pre-financing. Such interest or benefits shall not be treated as a receipt generated by the implementation of the work programme and will be recovered by the Commission.

All costs related to these requirements (such as the cost for opening and closing accounts) are eligible and may be submitted in the budget estimate.

8. HOW TO PREPARE AND DRAFT A PROPOSAL?

Only carefully prepared proposals will be considered for financing.

In summary:

- The first phase, preliminary to the formulation of the work programme, should consist of identifying **the issues to be addressed**.
- Once this is done, the **objectives** of the work programme 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 work programme which are to be achieved to meet the objective. Wherever possible these should be set out in quantifiable terms.
- Next, consider which **actions** are needed to obtain these results. For each one clearly identify how, where and when it will be undertaken, who will do it and how much it will cost. Any action which does not contribute directly to the objective must be discarded.
- Carefully plan how the work will be **organised and managed**, who is responsible for carrying out which actions, who reports to whom and which management structure is necessary.
- Make sure the **budget** is coherent with the actions proposed and that financial resources will be available when needed.
- Establish how the planned actions and expected results can be verified (**indicators and reference sources**). This will make it possible to monitor the work programme.
- Finally, a simple procedure must be foreseen to evaluate the results in relation to the initial objective, both during and at the end of the work programme.

FORMAL REQUIREMENTS FOR APPLICATIONS

- It is essential that each proposal be submitted in **one original and 2 identical and separate** copies. Please, make sure the original is clearly identified as such on the front page and contains all forms to be signed bearing the original signatures. An electronic version of the proposal forms A, T and F (in format MS Word/EXCEL) on CD must also be provided at the same time.
- If a form needs to be duplicated, please number each new form page sequentially (example Form A4/1, A4/2 etc.).
- Application forms should contain all the details necessary to carry out the evaluation without needing to refer to other documents, with the exception of the obligatory documents to be attached.
- Please indicate dates using the format day/month/year.

OBLIGATORY DOCUMENTS TO BE ATTACHED TO THE APPLICATION

- (1) Legal entity form (available on http://europa.eu.int/comm/budget/execution/legal_entities_en.htm) together with a copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity.
- (2) The most recent activity report
- (3) CVs of the legal representative of the applicant and of the main staff members (who will co-ordinate the work programme etc.)
- (4) A list of the members of the administration or executive board (names, title or function within the applicant organisation).
- (5) Official statute of the applicant.
- (6) A copy of the certificate of legal registration.
- (7) The profit and loss account and the balance sheet of the last two financial years for which the accounts have been closed.
- (8) External audit reports on the accounts of the applicant for the last two financial years available.

Please note that an audit is an *additional* independent control, made by an approved auditor, of the annual financial statement, which the bookkeeper (or company contracted to keep the books) has already certified and closed, and which is carried out in accordance with certain fixed and recognised principles. The person or company, which normally does your bookkeeping, cannot be the same one, which carries out the audit and certification of your books. The auditor should carry out an audit and not a limited review. This should include checks on the underlying documents.

SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM

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

http://ec.europa.eu/environment/funding/pdf/ngo_admin_form.doc

Section A

- Form A1

Identify the applicant organisation and summarises eligible costs presented and amount of funding requested (maximum 70 % of eligible costs)

- Form A2

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

- Form A3

Applicant Legal Name: The legal name is the name under which the applicant is registered in the official trade registers (if applicable).

Legal Status: Select one of the following choices: Private, Public or International organisation.

Value Added Tax (VAT) number: If applicable, provide the organisation's VAT number in the VAT register.

Legal Registration Number: Please provide the organisation's legal national registration number or code the legal trade register, e.g. the Chambers of Commerce register or the business register.

Country Code: Use the relevant postal country code.

Title: Title commonly used in correspondence with the person in charge of proposal co-ordination. Example: Mr., Mrs., Ir., Dr., Prof.

Function: Provide the function of the person in charge of proposal co-ordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

Department / Service Name: Name of the department and/or service in the organisation, co-ordinating the proposal and for which the contact person is working. The address details given in the fields which follow must be for the department / service and not the legal address of the organisation.

- Form A4

List all official members of the beneficiary list first the member organisations that will be actively involved in the operational implementation of the work programme.

- Form A5

Please describe the applicant organisation's structure, its legal status, activities and expertise. Please also enclose details for the member organisations that will

be actively involved in the operational implementation of the work programme. The description should enable the Commission to evaluate the operational and technical reliability of the applicant, i.e. to check whether it has the experience and expertise necessary to ensure a successful implementation of the work programme.

Please provide the key elements that prove that the organisation is recognised as a non-profit organisation.

- Form A6

If the work programme is to be co-financed by outside bodies (including members of the network) other than the European Commission, this form becomes compulsory. Complete one form per co-financer (A6/1, A6/2, A6/3, etc.). Always give amounts in Euro (€). If the co-financing is not yet confirmed at this stage it is possible to submit this form without a signature from the co-financer, but if you are selected for funding you will need to provide proof of co-financing before the grant agreement can be signed.

- Form A7

This form must be filled-in, also in the case of “NO”.

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

- Form A8

Carefully complete this form and ask your bank to sign and stamp it. Remember to have it signed by the account holder too.

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

- Form A9

As soon as your proposal is received the Commission will complete and return this form to you by fax. This receipt does not entail any judgement on the eligibility of your proposal, but only confirms that the application has been received by the Commission. Please contact the Commission in case you do not receive it within 14 days after the final receipt date.

Section T

- Form T1

The summary is an important element of your proposal. It can be used for information purposes within the Commission. It may later on serve for communication purposes. Please, in drafting the summary structure it in a way consistent to that in form T2.

- **Form T2**

This is the main form that will inform us of your intended activities during the year. The structure is based on the award criteria. In each of the priority policy areas of Climate Change, Nature & Biodiversity, Health and Environment and Resources and Waste as well as in Horizontal issues you should describe your activities in relation to the main priorities (EU policy formulation, EU policy implementation and Integration into other policies) and other issues (Education, Enlargement and Third Countries).

It also involves a section on the expected capacity building effect of this grant. How will this grant improve your organisation? This could relate to:

- Organisational structure and staffing
- Strategic approach
- Financial management
- Evaluation and reporting
- Technical competence

Please note that there is no direct link between the number of fields you have activities in and the score you will get. An applicant with high quality activities in a few areas will get a higher score than an applicant with medium quality activities in many areas.

The maximum score for the priority policy areas is 70 points, for horizontal and cross-cutting issues 15 points and for organisational development 15 points.

Please use only T2 format to describe your work programme in details. Annexes with additional information should not be added.

Section F

The financial section consists of **9 forms (F0-F8)**. It is available for download as an Excel file under:

http://ec.europa.eu/environment/funding/pdf/ngo_financial_form.xls

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

- **Form F0 – Provisional budget**

The provisional budget consists of **Part A**: Eligible expenditure / costs categories and Part B: Income and revenues.

For information on the different cost categories please refer to section 7 of the guide and further explanations below.

Costs not included in the budget: a project may include actions that are necessary for its implementation but are either not eligible or the applicant does not wish to include in the budget. These can relate in particular to activities undertaken by members of the network which contribute to the implementation programme, but are not eligible costs as they are not incurred by the beneficiary. Even though such amounts are not used to determine the EC contribution, they are important to appreciate the real total cost of the project. If costs are introduced here, please specify what they relate to.

“In kind” contributions: voluntary work or other services or assets that will be available for the project for free may be accounted as a “virtual” cost for information purpose only. This amount will not be used to determine the EC contribution.

For **Part B:** Income and revenues the following categories are used:

Requested EC contribution: specify the amount of financial contribution requested from the European Commission.

Contribution of the applicant: specify the amount of own financial contribution provided by the applicant.

Contribution of the member organisations: the amount is the sum of all financial contributions provided in cash by members of the organisation / network in the form of membership fees or other contributions. Important: do not include funding obtained from other sources than the members.

Other sources of funding: The amount is the sum of all financial contributions of all public and private co-financers other than the EC as indicated in the form F1 Please note that co-financing implies a transfer of financial resources from the co-financing organisation to the beneficiary.

Other revenues: the amount is the sum of all financial revenues others than listed in the previous categories.

- **Form F1**

Contribution of member organisations, other sources of funding, other revenues

Please use the member/co-financer name given in the administrative form A6; reference needs to be made to the official member's/co-financers' declarations.

- **Form F2 – Personnel**

Function: the following categories should be used: management / coordination; project staff, accountant, secretaries, temporary staff, other staff, please indicate.

Number of person(s): please indicate a number of persons employed on each function.

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 temporary staff is employed please indicate the gross salary for the full period employed.

- **Form F3 – Travel and Subsistence**

You may use more than one line for the purpose of the travel and description of the cost if necessary.

You may use more than one line for the description of the reason for travel or destination if necessary, but costs may be presented grouped: e.g. for the total of all

technical co-ordination meetings. Clear descriptions should always be given. Please indicate whether the persons travelling are personnel of the applicant / partner(s), or other persons (e.g. members of steering committee, experts, participants in exercises etc.).

Journey: specify the country and city of origin and destination, if already known. If applicable, for repetitive visits to the project area, write 'project area'.

Reason for travel: Specify the reason for travel. Examples: 'dissemination event', 'technical co-ordination meeting', 'project area visit'.

Travel unit costs: Travel costs shall be charged in accordance with the internal rules of the beneficiary or partner or do not exceed the scales approved annually by the Commission. Beneficiaries and partners 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 past experiences or to quotes from a travel agent. For more details, see section 7.

Subsistence costs: they cover hotel costs, meals, sundry expenses, local transport etc. and should be applied in accordance with the rules defined in section 7 above.

- **Form F4 – Rental, equipment and depreciation**

Supplier/ procedure: Specify the legal name of the supplier (if already known). Specify the procedure followed or foreseen to select the supplier, e.g. 'public tender', 'direct treaty', 'framework agreement', etc.

The beneficiary shall invite competitive tenders from potential subcontractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment of potential subcontractors and shall take care to avoid any conflict of interests

Description: Give a clear description of each item e.g. "office", "desk" 'computer', 'database software', etc.

Rental/purchase costs: Indicate the full cost of the rent and equipment. Do not apply any depreciation.

Rate: the applicant shall apply his internal accounting standards to calculate the rate of depreciation applicable for each item. To do this he shall take into account the date of purchase, the duration of the work programme and the rate of actual use for the purposes of the project. Only depreciation costs for equipment purchased during the period of eligibility of the work programme should be recorded in this category. Rent and charges of equipment and/or premises/offices are eligible for the duration and (for offices) the surface explicitly dedicated to the implementation of the work programme,

- **Form F5 – External assistance / Subcontracting**

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

Provider / procedure: Specify the legal name of the subcontractor. Specify the procedure followed or foreseen to sub-contract to the provider, e.g. 'public tender', 'direct treaty', 'framework agreement', etc.

The beneficiary shall invite competitive tenders from potential subcontractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment of potential subcontractors and shall take care to avoid any conflict of interests.

Description: Give a clear description of the subject of the subcontract/service to be provided. E.g. 'carry out impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'web page development', etc.

Important: Costs related to the purchase or leasing (as opposed to renting) of equipment, supplied under subcontract are not to be charged on the budget heading for subcontracting/ external assistance. These costs should be declared separately under the equipment budget heading.

- **Form F6 – Other direct costs**

Supplier / procedure: as above if applicable

Description: Give a clear description of the other costs, e.g. costs related to the audit of the final cost statement for the work programme by an independent, registered auditor (if applicable), etc.

It should be noted that general consumables supplies, such as telephone, communication costs, heating, paper, copies, etc. should be charged to the overheads category. If applicable, please specify the type of unit used (e.g. pages, etc).

Auditors costs related to the auditing of the final financial report should be placed under budget heading "Other direct costs". An external audit is compulsory.

The purpose of the audit report is to certify that the submitted accounts are sincere, reliable and substantiated by adequate supporting documents. The auditor shall also certify that all costs incurred comply with the provisions set in the grant agreement.

- **Form F7 – Overheads / general administration**

Description: please give a clear description of each item. The following categories should be used: general office supplies, telephone, communication costs, postal charges, insurance and taxes, electricity, gas, water, heating, etc. Please indicate the percentage (rate) of the total purchase costs you intend to charge to the work programme budget.

- **Form F8 – Financial viability form**

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

LIABILITIES	LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors	C. Creditors	

5.1.1 Long term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long term bank debt	C. Creditors "credit institutions" (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short term non-bank debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short term bank debt	C. Creditors "credit institutions" (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities	Total liabilities	

PROFIT AND LOSS ACCOUNT	PROFIT AND LOSS ACCOUNT / 4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	1. Net turnover
7. Variation in stocks	2. Variation in stock of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 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

9. KEY REFERENCES AND WHERE TO FIND THEM

EURO

Monthly exchange rates applied by the Commission:

<http://europa.eu.int/comm/budget/inforeuro/index/cfm>

→ ***IF YOU WANT MORE INFORMATION ABOUT COMMUNITY FUNDING IN THE FIELD OF ENVIRONMENT CHECK THE FOLLOWING WEBSITES:***

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

→ ***IF YOU WANT MORE INFORMATION ABOUT COMMON CHARACTERISTICS OF A NON-GOVERNMENTAL ORGANISATION:***

http://ec.europa.eu/civil_society/ngo/docs/communication_en.pdf

→ ***IF YOU ARE UNABLE TO ACCESS THESE DOCUMENTS THROUGH THE WEB PLEASE CONTACT THE COMMISSION.***

10. CHECK LIST AND LIST OF SUPPORTING DOCUMENTS

General

- The 3 parts of the application form (Administrative, technical and financial) completed with all the information requested. Please remember that the budget supplied in the financial part has to be balanced between costs and revenues.
- One original (clearly identified) plus the required number of copies.
- Standard forms used.
- Forms not handwritten.

Reminder of signatures and official stamps

- Form A2 duly stamped and signed by the applicant.
- In case of co-financing apart from the applicant and the Commission, form A6, if possible, duly stamped and signed by the co-financer (one form per co-financer).
- Form A8 duly stamped and signed by the bank and applicant.

List of additional documents to annex to the application form

- The profit and loss account and the balance sheet of the two last financial years for which the accounts have been closed.
- External audit reports for the last two years produced by an approved auditor.
- Legal entity form (available on http://europa.eu.int/comm/budget/execution/legal_entities_en.htm) together with a copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity.
-
- The most recent activity report
- CVs of the legal representative of the applicant and of the main staff members (who will co-ordinate the work programme etc.)
- A list of the members of the administration or executive board (names, title or function within the applicant organisation).
- Official statute of the applicant
- A copy of the certificate of legal registration