



How to apply for a grant?



Participating
in the Public Health Programme.

Call for proposals 2006

Summary

1. Documents for applying
2. Award procedure
3. Timing
4. Who can apply?
+ Definition of partners
5. Review of the application form
Incl. "eligible costs"
6. Content of an application

1. Documents for applying

- Website:

[http://europa.eu.int/comm/health/
ph_programme/howtoapply/call fo
r_propal_en.htm](http://europa.eu.int/comm/health/ph_programme/howtoapply/call_for_propal_en.htm)

1. Documents for applying

- **Work plan 2006:**

Ensure that your proposal fits with one or several actions.

- **General principles and criteria:**

Detail the whole award procedure.

Define all the criteria: exclusion, selection and award criteria.

- **Call for proposals:**

Give the marks for each award criteria.

Provide all the details on how to submit.

1. Documents for applying

- Application form (3 parts):
Mandatory.
- Guide for applicants (2 parts):
Give all the necessary explanations, referring to the core documents and the application form.
- Frequently asked question:
Regular updates.
- List of projects funded from 2003 to 2005
Ensure that no project similar to your proposal has already been submitted.

2. Award procedure

- Deadline for submission: 19 May 2006

- Analysis of exclusion criteria:

Not excluded proposals ↔ *Excluded proposals*

- Analysis of selection criteria:

Selected Proposals ↔ *Not selected proposals*

- Analysis of award criteria:

Proposals recommended for funding

Proposals not recommended for funding

2. Award procedure

Proposals received (Deadline: 19 May 2006)

- ✓ Analysis of exclusion criteria

Proposals not excluded

- ✓ Analysis of selection criteria

Proposals selected

- ✓ Analysis of award criteria

Proposals recommended for funding

Co-funding list

Reserve list

Funded

2. Award procedure

- Exclusion criteria

- ✓ Declaration of honour completed and signed (*All partners*)
- ✓ Proposal submitted before or on 19 May 2006
- ✓ Proposal has not begun by the date of registration
- ✓ Complete proposal
- ✓ No messages contrary to EU policies or associated with an image contrary to that of EU Institutions



Proposal not excluded



2. Award procedure

- Selection criteria

- ✓ Legal status (*Main partner*)

- Organisation's articles of association
- Official registration certificate

- ✓ Financial capacity ()

- Profit and loss account - 2 financial years (*Main partner*)
- Balance sheets - 2 financial years (*Main partner*)
- External audit report (*All partners, if ≥ € 300,000*)

- ✓ Operational capacity

- Most recent annual activity report (*Main partner*)
- CV of relevant professional staff (*All partners*)

- ✓ Additional documents:

To be provided within 5 working days

Proposal selected



2. Award procedure

- Award criteria (1/2)
 - ✓ Technical content: 40%
 - Adequacy with the Public Health Programme and the 2006 work plan: 10% (*threshold: $\geq 5\%$*)
 - Progress in in relation to the current situation / Innovative nature: 10%
 - Pertinence of the geographical coverage: 10% (*threshold: $\geq 5\%$*)
 - Relevance of the methodology: 10%
 - ✓ Quality of project management: 20%
 - Description of project management: 10%
 - Realistic nature of the timetable: 5%
 - Analysis of the risks: 5%

2. Award procedure

- ... Award criteria (2/2)

- ✓ Adequacy of the proposed budget: 15%
(*threshold: $\geq 7.5\%$*)

- Overall budget: appropriateness of budget compared to the objectives: 10%

- Detailed budget: 5%

- ✓ Community added value: 10%

- Description of synergies and Community added value: 10%

- ✓ Dissemination: 15%

- Dissemination strategy of the results: 10%

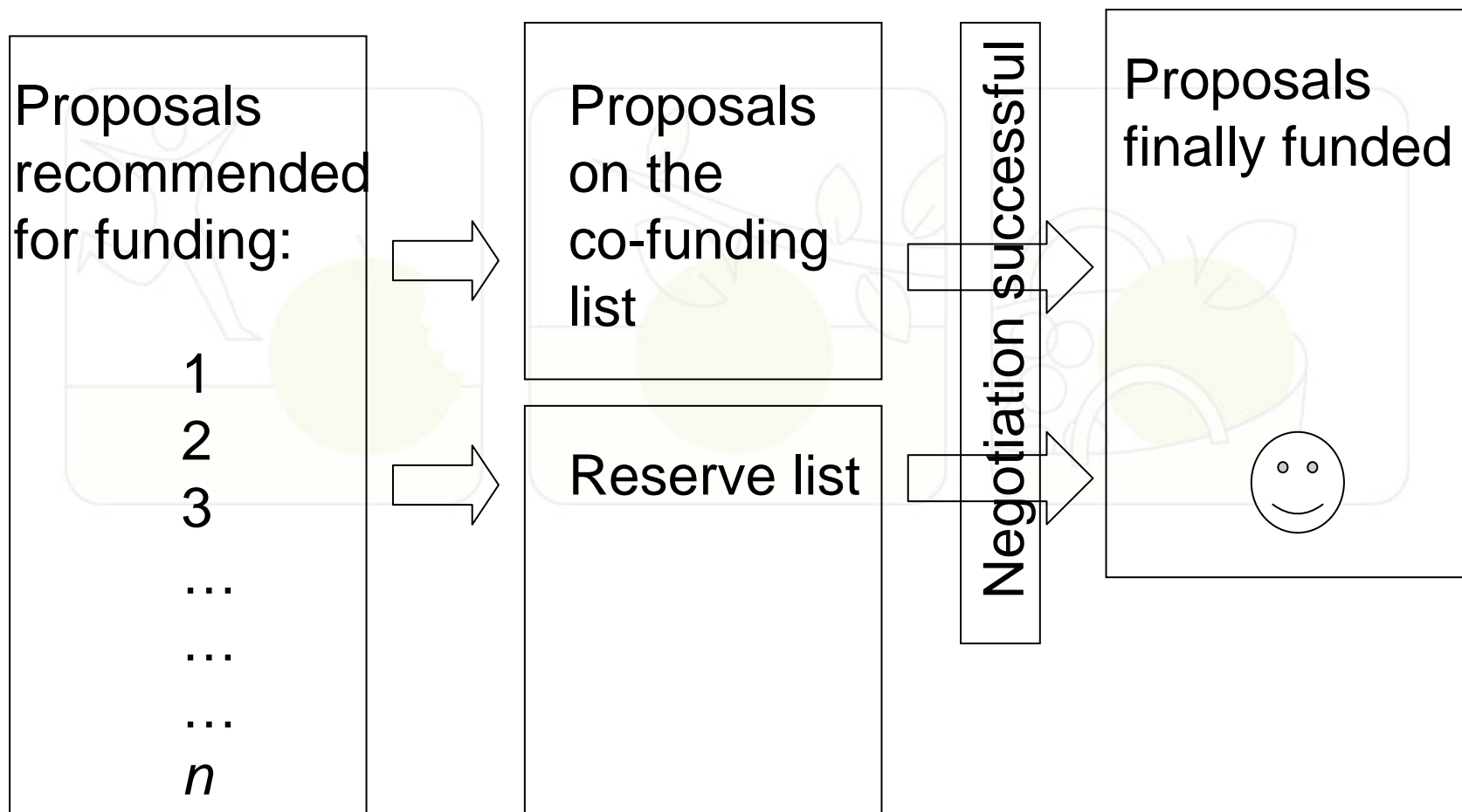
- Visibility of Community co-financing: 5%

Total: Threshold: $\geq 50\%$

Proposal recommended for funding



2. Award procedure



3. Timing

- Launching of the call: 14 February 2006
- Deadline for submission: 19 May 2006
- Closure of the award procedure and Information to the applicants: September 2006
- Co-funding list:
 - ✓ Start of negotiations
 - ✓ Deadline for conclusion of a grant agreement:
Refer to letter
- Reserve list:
 - ✓ Further information to the applicants:
 - ✓ Deadline for conclusion of a grant agreement:
Refer to letter

4. Who can apply?

Bodies active
in the field of public health

- 25 EU Member States
- 3 Applicant countries:
Bulgaria, Romania, Turkey
- EFTA/EEA countries:
Iceland, Lichtenstein, Norway

1 project < > 1 grant

4. Who can apply?

- Main partner
(>>> Main beneficiary / Coordinator):
 - Full responsibility to ensure that the project is implemented according to the grant agreement;
 - Responsible for administrative and financial management (no delegation / subcontract);
 - Financial contribution (co-financing rule);
 - Establish payment requests on behalf of the partners;
 - Ensure that all the appropriate payments are made to associated partners without unjustified delay.

4. Who can apply?

- Associated partner
(>>> Associated beneficiary / Co-beneficiary):
 - Reasonable number (no minimum, maximum of 50);
 - Active participation in the project;
 - Financial contribution (co-financing rule);
 - Agreement between main partner and associated partners upon appropriate arrangement between themselves for the proper performance of the action;
 - Inform the main partner, forward to him data needed to draw up the reports.

4. Who can apply?

- **Subcontractor:**

Partners are expected to have the resources necessary to carry out the work required by the project.

- Service providers to a partner who fully funds (100%) their activity.
- No access, no right to the results of the action.

- **Collaborating partner:**

- Not mandatory. Reasonable number (no minimum, maximum of 60);
- Increase significantly the technical and scientific content of the project as well as its relevance for different users in the Community.

5. Review of the application form

- Informatics:
 - ✓ Adobe 7.0.5. (*Mandatory*);
 - ✓ Language version available: EN, FR, DE.
- Tools in the application form:
 - ✓ Reference to the guide (part 2)
 - ✓ Fields followed by a star are mandatory (red colour)
 - ✓ Check for errors button
- Guide for applicants:
 - ✓ Part 1: General information
 - ✓ Part 2: Step by step procedure

5. Review of the application form

- 15 § in 3 parts
- **Part 1: Core information**
To be filled in by the main partner in close cooperation with the associated partners
- **Part 2: General information on associated partners**
To be filled in by each associated partner who will send one original (hard copy and electronic copy) to the main partner.
- **Part 3: Annexes**
To be filled in by the main partner.

5. Review of the application form

- Before starting:
 - ✓ *Check carefully that the IBAN number of your associated partners are correct.*
- § 2 "Proposal overview":
 - ✓ *"Estimated starting date": exclusion criteria*
- § 4 "Detailed description":
 - ✓ *Refer to award criteria (see: call)*

5. Review of the application form

- § 5 “Work package”:
 - ✓ *Up to 10 work packages. 3 are mandatory:*
 - *Coordination of the project;*
 - *Dissemination of the results;*
 - *Evaluation of the project.*
 - ✓ *Ensure consistency with the project description (§ 3, 4 and 6)*
- § 6 “Deliverables”:
 - ✓ *Up to 15 deliverables*

5. Review of the application form

- § 7 “Expenditures / Eligible costs”
 - ✓ Related to the subject of the grant agreement;
 - ✓ Necessary for the performance of the action;
 - ✓ Reasonable and justified;
 - ✓ Generated during the lifetime of the action;
 - ✓ Actually incurred, be recorded in the accounts;
 - ✓ Identifiable and verifiable;
 - ✓ Exclusive of any non-eligible costs.

5. Review of the application form

- § 7 “Expenditures / Eligible costs”
 - ✓ Staff:
 - *Distinction between public officials and other staff;*
 - *Experts external to the partner institutions shall be considered as subcontracting costs;*
 - *Payment: Time sheets required.*
 - ✓ Travel and subsistence allowance:
 - *Payment: Internal rules of the beneficiary have precedence. If they do not exist, Commission rules apply.*

5. Review of the application form

- § 7 “Expenditures / Eligible costs”
 - ✓ Equipment:
 - *Payment: Portion of equipment’s depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action*
 - *Payment: Beneficiary shall inform about their internal rules on depreciation of equipment.*
 - ✓ Consumables and supplies:
 - *Payment: Only if they are identifiable in the beneficiary’s accounting system and assigned to the action. If not, to be considered as “Overheads”.*

5. Review of the application form

- § 7 “Expenditures / Eligible costs”
 - ✓ Subcontracting
 - *Only a limited part of the action;*
 - *Justified having regard to the nature of the action;*
 - *Payment: Proof of competition between potential contractors; principles of transparency and equal treatment.*
 - ✓ Other costs:
 - *E.g.: Dissemination of information, audits, translation, cost of financial guarantee, etc;*
 - *Directly related to the project*
 - ✓ Overheads:
 - *Max: 7% per beneficiary*

5. Review of the application form

- § 8 “Financing plan overview”
 - ✓ Co-funding request
 - *Up to 60% per beneficiary;*
 - *Exceptionally, up to 80% per beneficiary if significant European added value;*
 - ✓ Contribution pertaining to public officials
 - ✓ Applicant contribution
 - ✓ Income generated by the project
 - *E.g.: meeting fees, sales of publications, etc.*
 - ✓ Other external resources

5. Review of the application form

- § 8 “Financing plan overview”
 - ✓ Applicant contribution:

	Evaluation result	Negotiation lower	Negotiation higher
Global budget	€ 100,000	€ 90,000	€ 110,000
Partners co-funding	€ 42,000	€ 42,000	€ 52,000
EU co-funding	€ 58,000	€ 48,000	€ 58,000

5. Review of the application form

- § 9 “Overview of the budget”
 - ✓ *Budget shall be balanced by partner:
Expenditure – Income = 0*
- § 12 “Information on grants”
 - ✓ *Minimum: 0 – Maximum: 10. If higher than 10, select those which most closely correspond to the topic of the proposal you are submitting*
- § 14 “Financial viability information”
 - ✓ *Only for the main partner;*
 - ✓ *Not necessary for public organisation.*

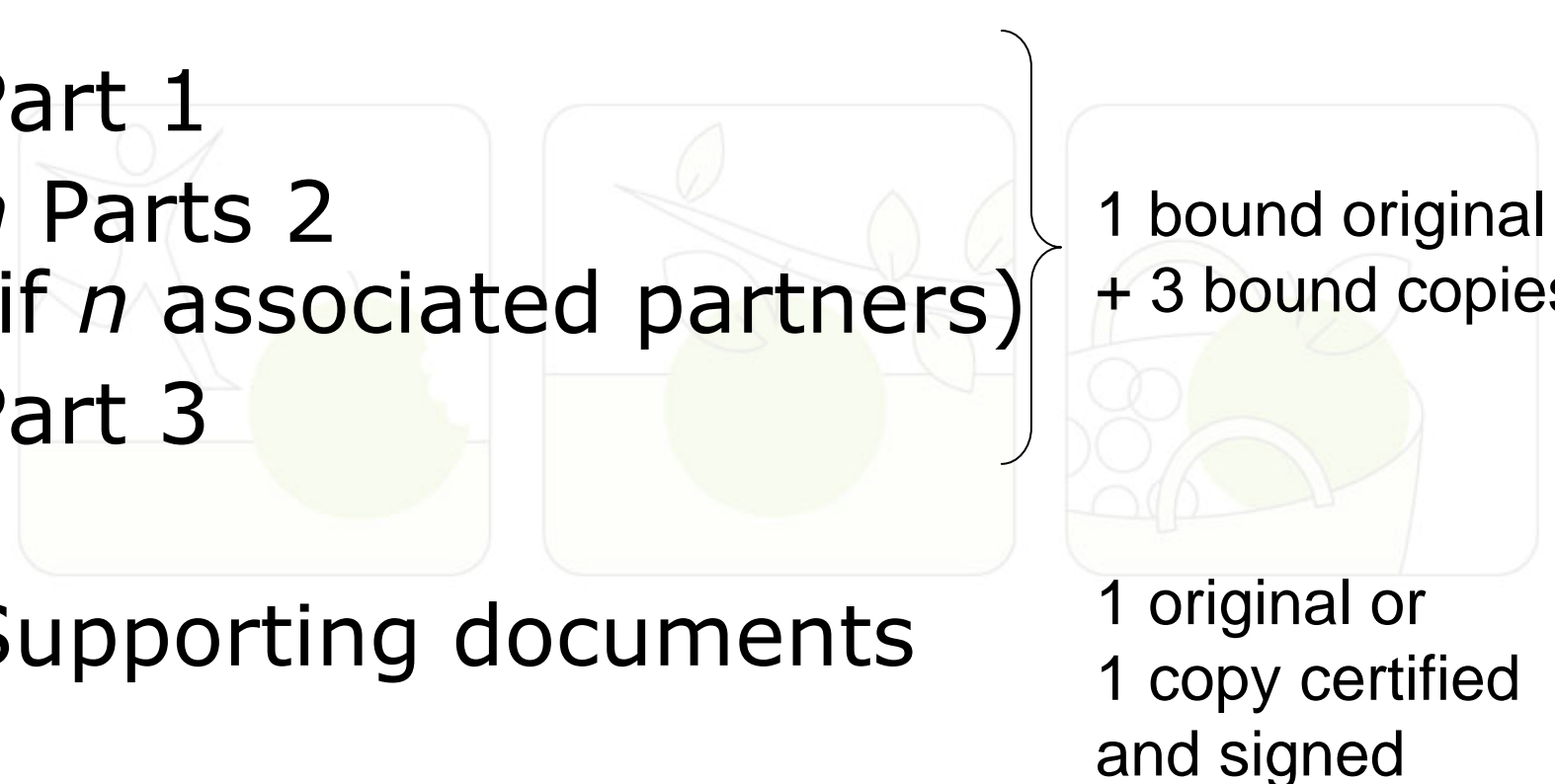
5. Review of the application form

- After completing each part of the application form:
 - ✓ Validation button: to check all errors;
 - ✓ Lock button: after clicking on it, no more changes to be made;
 - ✓ Save before printing (reference number for part 1)
 - ✓ Print button

Ensure that your printed version has the same reference number as the electronic one.

6. Content of an application

- Part 1
- n Parts 2
(if n associated partners)
- Part 3
- Supporting documents
- 1 CD-ROM



1 bound original
+ 3 bound copies

1 original or
1 copy certified
and signed

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6. Content of an application

- Supporting documents:

	MP	AP
Declaration of honour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Organisation's statutes / Articles of the association	<input checked="" type="checkbox"/>	
Official registration certificate	<input checked="" type="checkbox"/>	
Balance sheets Profit and loss accounts	<input checked="" type="checkbox"/>	
Recent annual activity report	<input checked="" type="checkbox"/>	
Curriculum vitae of relevant professional staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External audit report (if request for co-funding by partner > € 300,000)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Content of an application

- Helpdesk:
 - ✓ +352 43 01 37 707
 - ✓ sanco-php-calls@cec.eu.int
- Deadline: 19 May
- No submission by fax
- No submission by electronic mail
- No contact to be taken during the evaluation procedure (Ending in September 2006)



Good luck

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