



EUROPEAN COMMISSION
ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL
New Approach Industries, Tourism and CSR
I1 - Tourism



PREPARATORY ACTION “EUROPEAN DESTINATIONS OF EXCELLENCE”

**CALL FOR PROPOSALS
FOR SPECIFIC PROJECTS
ENT/TOU/10/5.1.1**

Grant Programme 2010

GUIDE FOR SUBMISSION

The present guide does not supersede the conditions established in the grant agreement signed by both parties

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PREPARATION OF THE PROPOSAL

This document provides guidance on how to complete and submit your proposal.

Documents needed to prepare the proposal

Before sending the proposal, please read carefully the specifications of the call for proposals and the draft grant agreement (annex I to the specifications of the call for proposals).

All relevant documents can be

- i. downloaded from the Directorate General Enterprise and Industry website at:
<http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>
- ii. requested in writing to: entr-eden@ec.europa.eu

Language

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

To facilitate and speed up the evaluation by the Commission service it is recommended that proposals be written in English or French. If another language is used, please provide a very comprehensive summary of the proposal (Form A/2 should be used to this purpose) in English or French.

Structure of the proposal

Proposal shall consist of 4 different parts:

- Part I Information on the applicant organisation and, the partner organisation(s)
- Part II Evidence of eligibility and capacities
- Part III Description of the project
- Part IV Estimated budget

All 4 parts must be completed and submitted at the same time. Proposals should be correctly assembled, with the 4 different parts clearly separated one from the others, with a cover page indicating the different enclosures, with numbered pages. If any document is missing, this should be clearly mentioned and justified.

PART I: INFORMATION ON THE APPLICANT AND PARTNER ORGANISATIONS

Part I of the proposal consists of:

- 1) (Form A) Information on the proposal – *mandatory for the applicant*
- 2) (Form A/1) Proposal Administrative Overview – *mandatory for the applicant*
- 3) (Form A/2) Proposal Summary – *mandatory for the applicant*
- 4) (Form A/3) Applicant (Lead Organisation) Information – *mandatory for the applicant*
- 5) (Form A/4) Partner Organisation Information – *if any*
- 6) (Form A/5) Legal Entity – *mandatory for each participant (applicant and partners)*
- *use the one for Public Entities*
- 7) (Form A/6) Financial Identification – *mandatory for the applicant*

Models of the forms are provided in the Submission Set. Please use the word documents and excel sheets which can be

- a) downloaded from the Directorate General Enterprise and Industry website at:
<http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>
- b) requested in writing to: entr-eden@ec.europa.eu

Proposals shall be typed, not handwritten.

Form A – Information on the proposal

This form shall be filled in with

- applicant name
- project title
- names of the partners, if the proposal is submitted by a consortium

Form A/1 - Proposal Administrative Overview

This form provides an overview of the most important data of the project from the administrative point of view (contact person and contact details) and from the budgetary point of view (total eligible costs of the project and contribution requested from the Commission).

The person indicated as “contact person” will be the unique contact point for the Commission all along the evaluation of the proposal and, later, all along the implementation of the project.

If there be any change in your contact details at any moment, please **communicate immediately** your new contact details by e-mail: entr-eden@ec.europa.eu or by letter to the following address:

European Commission
Enterprise and Industry Directorate-General
Grant Programme 2010 – xxxx
Preparatory Action “European Destinations of Excellence”
Tourism Unit, ENTR I/1
B100 4/45
B 1049 Brussels, BELGIUM

To complete the form see Annex 2 to the present Guide for submission.

Form A/2 - Proposal Summary

This form provides a summary of the project (which is developed in full in Part III). It should be written in English or in French.

It is divided in 2 sections:

- 1) Objectives: a brief summary of the proposal’s objectives
- 2) Description of the work: an outline of the work packages which will be carried out to implement the project, with relevant milestones and expected results

Applicants can use bullet points to list objectives, activities, milestones and results. For an ease of reference, work packages, milestones and expected results could be presented as follows:

- *WP I: Preparation of the call for proposals – finalisation of the application forms and instructions to candidates; finalisation of specific award criteria; etc.*
- *WP II: Communication campaign – reach target destinations through direct mails; advertisements campaign; , invitation to apply; etc.*
- *WP III: Assistance to potential candidates – set up of help desk; upgrading of dedicated web site; organisation of info days; etc.*
- *WP IV: Evaluation of candidatures – set up of the jury; receiving the applications; assessment; on site visits; etc.*
- *WP V: Award ceremony – sending invitations; organising a press conference; organising a buffet; etc.*
- *WP VI: National network of selected destinations – organising a seminar; creating a platform for exchange of good practice; etc.*
- *WP VII: Completion of final documents – preparation of the dossiers on the destinations; preparation of the Final Report; etc.*

This summary should be fully coherent with the description of the work packages in Part III of the proposal.

Form A/3 – Applicant Information (Lead Organisation)

This form provides information on the applicant organisation. It shall be signed by the Administrative Officer authorised to commit the organisation.

Reminder: only an organisation which complies with the provision set in point 4.2 of the specifications of the call for proposal can submit a proposal: e.g. if the applicant is a private company the proposal will be rejected.

In case the applicant organisation acts in consortium with partner organisations, the applicant shall act as the intermediary for all communications between the partners and the Commission. In this particular case, the grant agreement for an action with multiple beneficiaries (annex Ib) will apply.

The applicant organisation shall be liable vis-à-vis the Commission for the correct and timely fulfilment of the obligations of the partners, and receive and answer all claims the Commission might have in relation to the performance of the action.

The applicant organisation shall inform the Commission and the associated partners of any event they are aware of that is liable to substantially affect the implementation of the action.

The applicant organisation shall participate actively in the project, for which its costs are borne and to which it contributes financially. The applicant organisation shall request and receive all payments made by the Commission.

The Form also provides information with regards to previous and current grants awarded from the Commission to the applicant organisation.

To complete the form see Annex 2 to the present Guide for submission.

Form A/4 - Partner Organisation Profile

Applicants may act in consortium with partner organisations. Each partner organisation will be considered as co-beneficiary and shall submit the Forms A/4 and A/5 (completed with annexes). It will also have to sign the Exclusion Criteria Form (Form D) and, if relevant, the Co-financing statement Form (Form C).

Only organisations which are **public entities** will be entitled to participate as partners to the project.

Partners participate in the project, for which their costs are borne and to which they contribute financially. They shall forward to the applicant organisation the data needed to draw up the report, financial statements and other documents provided for in the grant agreement. They shall immediately inform the applicant organisation of any event liable to substantially affect or delay the implementation of the action.

A limited part of the project may be subcontracted. However, **the applicant is solely responsible for the project management or organisation, this part of the project can never be entirely outsourced.**

Subcontractors cannot be considered as “partners”. Subcontractors are service providers to the applicant or partner organisation who fully funds their activity. Their cost shall be borne by the applicant organisation and/or the partners. They shall not contribute financially to the project. Subcontractors are not requested to provide the Form A/4.

If an activity is subcontracted, this must be clearly specified in the description of project by indicating the way this will be done (e.g. call for tenders). See also Part IV (form B/1.5) for further details on subcontracting.

To complete the form see Annex 2 to the present Guide for submission.

Form A/5 - Legal Entity

Applicants (and partner organisations, if any) shall include in the proposal the Legal Entity form(s) for **Public Entities**.

The model is provided in the Submission Set. A specific form for each Member State is available at the following internet page:

http://ec.europa.eu/budget/execution/legal_entities_fr.htm

The Legal Entity Form(s) shall be returned together with relevant evidence:

- (i) a copy of the resolution, law, decree or decision establishing the entity in question. As an alternative, any other official document attesting to the establishment of the entity will be considered acceptable.
- (ii) an official VAT document if applicable

These evidences have to be inserted in Part II of the proposal.

Form A/6 – Financial identification form

Applicants shall include in the proposal the Financial identification form. This form gives details on the bank account that will be used for executing the payments related to this action.

A model is provided in the Submission Set.

A specific Form for each Member State is available at the following internet page:

http://ec.europa.eu/budget/execution/ftiers_fr.htm

Should any changes occur in the data you provide with this form you must **immediately** inform the Commission by e-mail: entr-eden@ec.europa.eu and entr-diri-financial-team@ec.europa.eu and send an original and signed new form A/6 + annexes to the following address:

European Commission
Enterprise and Industry Directorate-General
Grant Programme 2010 – ENT/xx/xxx
Preparatory Action “European Destinations of Excellence”
Tourism Unit, ENTR I/1
B100 4/45
B 1049 Brussels, BELGIUM

In case you are awarded a grant ; do not wait until a payment is requested to inform the Commission on a change in bank account. It will delay the payment.

PART II: EVIDENCE

Part II of the proposal will be made up of the following documents, where applicable.

These documents have to be submitted at the same time as the Part I, III and IV of the proposal, in one original and two copies.

I) **Official proof of the organisation's legal status**

The documents to be provided to complete the Legal Entity form(s) are described above (see: Form A/5 - Legal Entity)

II) **Co-financing statement form**

This form is included in the Submission Set (Form C).

Each co-funding partner shall provide a filled and signed statement with precise indication of its practical and financial contributions. It must bear original signature.

To complete the form see Annex 2 to the present Guide for submission.

III) **Standard Form concerning the Exclusion criteria**

This form is included in the Submission Set (Form D).

The applicant and any partner organisation shall provide a filled and signed form.

IV) **Technical capacity to complete the proposed operation**

Applicants must show they have the technical and management capacity to complete the project (point 6.2 of the specifications of the call for proposals). In particular, the team responsible for the project must have adequate professional qualifications and experience.

To this aim, the applicant **must include in its proposal the curricula vitae of the staff (project managers and senior staff)** who will be performing the work.

For ease of reference, the CV should be submitted using the Europass format:

http://europass.cedefop.europa.eu/europass/preview.action?locale_id=1

The obligation to provide proof of technical capacity does not apply to applications for grants with a Community co-financing rate of less than 25.000€ However, the applicants in question shall submit a declaration on honour for the purpose of proving their technical capacity.

PART III: DESCRIPTION OF THE PROJECT

Part III of the proposal shall describe the project in detail, according to the following structure:

- 1) Objectives
- 2) Team staff
- 3) Detailed description of the work packages
- 4) Deliverables
- 5) Calendar
- 6) Estimated impacts
- 7) Multiplier effects and sustainability

1) Objectives (maximum 2 pages)

Applicants shall briefly describe the objectives of the project, which shall be consistent with the aim of the call for proposals (i.e. the main important one being to select one destination of excellence).

Applicants shall also explain the relevance of the proposed project to the preparatory action “European Destinations of Excellence” (e.g. how the project will contribute to enhance visibility of the European tourist destinations and create awareness of Europe’s tourist diversity and quality; how it will contribute to strengthen tourism demand towards non traditional and sustainable destinations; etc.)

2) Team staff

Applicants shall describe the composition of the team which will be implementing the project.

Team staff should be singled out by function. Examples of relevant functions are: project managers, administrator, secretary, external consultant, expert, technical assistant, etc.

The names of individuals covering the main functions should be indicated (i.e. project manager and senior staff: see also below the note on the technical capacity of the applicant).

For each member of the staff, it should be indicated whether they are “internal staff” or they are “external staff”.

“Internal staff” are individuals working for the applicant or a partner organisation.

“External staff” are external consultant, experts, etc.

For “external staff”, indication should be given on the way of their selection (for ex. through an open call for tenders).

The specific tasks which will be allocated to each function should be listed.

As an example, the following description could be adopted:

1 Project Manager (Name) – permanent staff (applicant) – main tasks:

a) Manage and coordinate the project

b) Select and appoint evaluation panel

...

1 Administrator – permanent staff (applicant) – main tasks:

- a) assist the external expert in the preparation of the tender documents
- b) run up the help desk facility

1 Secretary – permanent staff (applicant) – main tasks:

- a) Maintain all correspondence for meetings

1 Financial expert – permanent staff (partner organisation X) – main tasks:

- a) maintain budget file
- b)

1 Marketing expert – external staff, service contract for 6 months (call for tender) – main tasks:

- a) implement the communication campaign
- b)

5 Members of the Jury – external experts to be selected by the Project Manager – main tasks:

- a)
- b)

Communication Company – to be subcontracted via an open call for tenders for the production of promotional material

3) Detailed description of the work packages (maximum 10 pages)

Each work package should be presented through a comprehensive description of the relevant activities.

Applicants are free to propose the activities they consider relevant. However, it is essential that **all activities must be clearly related to the aim of the call for proposals** (i.e. the selection of one destination of excellence).

Please refer to the specifications of the call for proposals (point 2.2) for the activities to be carried out as a minimum requirement (i.e. internal promotion of the preparatory action; set up of specific award criteria; evaluation of all candidatures; selection of one destination; networking activities at national level; completion of the deliverables). **All of them must be clearly taken into consideration.**

For example, the following activities, even if they might be important in the light of the project, would not be relevant to the aim of the call for proposals: rewarding the selected destinations with a money prize or recruiting a consultant to assist the selected destinations to improve their marketing strategies at the end of the process. In general, all activities of follow up (apart from those linked to the activities of the national network of selected destinations if performed during the 10 month period of the contract), despite of their value, are not to be considered in the proposal (at least with regards to eligible costs) as they are not related to the aim of selecting the destination of excellence and promoting the EDEN project. This means their cost will not be eligible for co-financing.

Each work package should be described in detail and its methodology should be explained. This means that methods for its implementation and the reasons for the proposed methodology should be clearly outlined.

For promotion and communication activities, the description should specify how visibility of the EU support to the project will be raised.

For indicative purposes only, the following description could be taken as an example:

WP III: communication campaign, launch and publicity

The communication campaign will aim to reach all eligible destinations, addressing them with comprehensive, clear and coherent information. The aim is also to stimulate them to submit their applications.

In month 1, the launch of the national selection will be publicised through press releases and adverts on specialised press.

Further information will be disseminated through the websites of the Ministry and of the regional tourist offices.

Information leaflets will be distributed. A one-day seminar will be organised in month 2 to describe in detail the application process to potential candidates.

Visibility of the EU support to the project will be highlighted all over the communication campaign, etc.

All costs proposed in the budget will have to be clearly linked to the activities described in the proposal.

4) Deliverables

Applicants shall describe the deliverables of the project (maximum 2 pages). Please refer to the specifications of the call for proposals (point 2.3) for the outputs which shall be produced as a minimum requirement:

- 1) the nomination of the selected destination of excellence
- 2) the nomination of 4 runners up
- 3) a Dossier presenting the selected destination

In this dossier, the applicant should describe the selected destination and the reasons for its nomination.

The dossiers of all selected destinations of excellence will be assembled together by the Commission for dissemination. In order to facilitate and speed up this work, applicants are requested to submit a reader-friendly document in English, presented according to the following scheme:

- foreword message of the management of the destination (1/2 page)
- description of the destination (i.e. geographic location, main touristic features, etc)
- description of the initiative which justifies its nomination (it is important that this initiative is presented in a way to underline **why it has been considered as a good practice in the field of sustainable tourism**)

- other peculiarities of the destination (i.e. marketing activities, barrier-free access for disabled people, etc)
- accommodation facilities
- maps and directions
- information contact and web site

The length should be of about 10 pages (A4 size). This document must be forwarded in two copies on paper as well as on CD ROM (document in word format) with a view to ensuring the availability of the content by electronic communication means. Photos should not be included in this text.

Promotional material on the selected destination (brochures, leaflet, etc), photos and other images (for ex. logo of the project if existent) shall be inserted in the dossier and on the CD ROM.

All those documents and images might be published on the EDEN web portal and used for all other communication activities. Therefore they must be of high quality: it is recommended that the image size is 2480 x 3508 pixel or 210 x 279 mm. Pictures must have a resolution of not less than 250 dpi. Photos must be free of copyrights.

4) a Dossier presenting the 4 runner up destinations

In this dossier, the applicant should briefly describe these destinations (i.e. geographic location, main touristic features, etc) and the reasons for their success. It is important that their initiatives are presented in a way to underline **why they have been considered as a good practice in the field of sustainable tourism**.

The length should be of 1 page of each of the runners up (A4 size). This document must be forwarded on paper in two copies as well as on CD ROM (document in word format) with a view to ensuring the availability of the content by electronic communication means. Photos should not be included in this text. Two photos for each destination (free of copyrights) shall be inserted on the CD ROM.

All those documents and images might be published on the EDEN web portal and used for all other communication activities. Therefore they must be of high quality: it is recommended that the image size is 2480 x 3508 pixel or 210 x 279 mm. Pictures must have a resolution of not less than 250 dpi. Photos must be free of copyrights.

5) a Final Implementation Report

Applicants can submit the Final Implementation Report in any of the EU official languages. If it is not in English or French, in order to speed up the evaluation procedure by the Commission services, it should be accompanied by a very comprehensive summary in one of these two languages.

The Final Implementation Report is composed of two parts:

(a) Technical part:

The total length of the technical part should not exceed 10 pages.

It shall describe the activities undertaken and the achievements with reference to each of the work packages outlined in the proposal.

Applicants should refer to the original action plan and clearly indicate and explain any differences between the planned and the actual action plan.

Applicants should use the same numbering of work packages and the same terminology as in the original proposal so that it is easy to compare results with the original plan.

Applicant should also appreciate the overall impact of the project (in particular with reference to the estimated impacts, the multiplier effects and sustainability of the proposal) and the future plans (that is to say, to explain whether and how the applicant intends to continue working on this issue).

Any problems encountered should be explained, along with any solutions that were implemented.

(b) Financial part:

The financial part shall consist of:

- 1) a declaration of real costs
- 2) a request for final payment

This request should state at least:

- the title "Request for final payment"
- name and full address of the beneficiary
- date
- grant agreement number
- project title
- the requested amount
- details of the bank account (as it appears in the grant agreement under Article I.6)

The declaration as well as the request for payment should be signed by the project responsible and sent by registered post to the Commission in original.

- 3) a final financial statement of the eligible costs actually incurred, following the structure of the estimated budget (see also 'budget forms B.1.1.a to B.1.5' and annex II and III of the grant agreement), including all supporting documents/evidence that justify the declared costs.
- 4) a full summary statement of the receipts and expenditure of the action (see also budget forms B/1 and B/2 and annex II and III of the grant agreement).

In particular for the internal staff it is suggested that all supporting documents justifying the above costs are kept from the very beginning of the project (e.g. timesheets, salary slips, invoices, etc).

The Final Implementation Report must be submitted, within 3 months following the closing date of the action (see draft agreement 1.2.2.): at the latest by 31st October 2010 according to the tentative calendar.

The Final Implementation Report shall be submitted on paper in two copies (technical report) and in one copy (financial report) as well as on CD ROM (document in word format with financial statements in excel version).

5) Calendar

The duration of the project should be presented in months (month 1, month 2, etc.).

All relevant activities of each work packages should be listed and be coherent with the overall project as described above.

The **tentative calendar** for the implementation of the project is 1st October 2010 – 31st July 2011 (10 months). Applicants are advised to foresee a security margin in the proposed plan of action, in particular with reference to the need of submitting the dossier presenting the selected destination in the month of May 2011.

As an example, the following format is recommended:

Month	Activity
1	<i>Appointment of the internal staff members (WP I)</i>
	<i>Launch of the call for tenders to appoint the external consultant (WP I)</i>
	<i>Draft of the application forms (WP II)</i>
	<i>Inventory of potential candidate destinations (WP II)</i>
	<i>Etc.</i>
2	<i>Design of the web page (WP IV)</i>
	<i>Mailing campaign (WP III)</i>
	<i>Etc.</i>

6) Estimated impacts on the applicant organisation and on the destinations participating in the national selections (maximum 2 pages)

Applicants should describe

- how the project will impact on the applicant (and partner) organisation and on its managerial and technical capacity
- how it can impact on the participating destinations.

For instance, here are some examples of impacts likely to be realised for the applicant (and partner) organisation: strengthening of skills and expertise in dealing with EU rules and procedures; fine tuning of selection criteria and methods for evaluating excellence which can serve as guidelines for further promoting high-quality destinations; reinforced capacity of disseminating sustainable tourism models; strengthening capacity in networking national destinations; showing commitment towards the promotion of national destinations at European level; reinforcement of long-term co-operation among the involved partners; etc.

Examples of impacts likely to be realised for the participating destinations are: raising destination managers' understanding of the importance of improving quality and sustainable development; making tourism destinations more recognizable; increasing sense of proud and identity of local people; implementing thematic networks with other destinations, creating sound, healthy competition; promoting exchange of experience; stimulating new ideas and further enhancement of the local tourist offer; etc.

7) Multiplier effects and Sustainability (maximum 2 pages)

Applicants should describe how the project could be replicated and how it can be made the most of its outcomes (e.g. launch of similar awards at national level; effective use of promotion material received during the award for good practice dissemination and sustainable

tourism initiatives promotion; further co-operation with involved stakeholders as a follow up of the project; etc.)

Applicants should describe if the project is sustainable along three themes:

- a) financial sustainability (where applicable): how will similar activities be financed after the EC funding ends?
- b) institutional sustainability: will structures working on this project continue being in place in the future?
- c) political sustainability (where applicable): will project lead to improved legislation, codes of conducts, methods, etc?

PART IV: FORWARD BUDGET

Part IV of the proposal will be composed of:

- (Form B/1) “Forward Budget Summary Form”
- (Form B/2) “Forecast Financing Plan”
- (Form B/1.1.a and B/1.1.b) “Cost of staff assigned to the action”
- (Form B/1.2) “Travel and subsistence allowances”
- (Form B/1.3) “Equipment”
- (Form B/1.4) “Consumables”
- (Form B/1.5) “Other costs and services”

This part of the guide for submission is composed of 2 sections: the first on the general rules for estimating the costs of the project and the second one on guidelines on the single categories of eligible costs and instructions on how to compile the budget sheets.

Models of the forms are provided in the Submission Set. Please use the excel sheets which can be downloaded from the Directorate General Enterprise and Industry website:

<http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>

SECTION 1: General Rules

All applications must be completed by a forward budget for the operation (composed by all the budget forms). The forward budget shows all costs and revenue considered necessary to carry out the project.

The budget must cover all eligible costs of the project. The description of all items must be sufficiently detailed and all items must be broken down into their main components. The number of units and unit rate must be specified for each component on the basis on the indications provided.

The forward budget must:

- give an indication on the different types of human resources and their related costs (technical, administrative, etc.);
- be sufficiently detailed to allow identification, monitoring and control of the costs proposed;
- be in balance, i.e. total revenue and total expenditure must be equal;
- be accompanied by the calculations and specifications used in drawing it up;
- be expressed in Euro.

The total amount must be expressed in Euro with maximum 2 decimals (e.g. 112.33€)

The requirement to express the budget in Euro is due to the fact that any grant awarded by the Commission will also be in Euro. Applicant organisations in countries where the Euro is not national currency are asked to use the official EU exchange rates that can be found on this website:

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

If costs have been incurred in a currency other than the Euro, they should be converted to Euro using the official exchange rate of the last month of the action (July 2011 according to the tentative calendar).

The final payment will be based on the final financial report and supporting documents to be submitted at the end of the project (see draft grant agreement article I.4.2 and above part III (4) Deliverables).



Flat rate amounts or lump sums must be avoided. The Commission reserves the right not to consider unexplained costs items in the amount granted.

Eligible costs

In order to be eligible under this call for proposals, costs must:

- be necessary and reasonable for the implementation of the project;
- be included in the estimated budget attached to the agreement, and consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
- be incurred during the lifetime of the action/project as defined in the agreement;
- actually be incurred by the beneficiary, be recorded in the beneficiary's 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 and be backed up by original supporting documents.

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



The dates which determine the eligibility of costs are the **dates when the costs were generated, and not when the accounting documents were drawn up.**

Eligible costs can be direct costs or indirect costs:

a) Eligible direct costs

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

In particular, the following direct costs are eligible, provided that they satisfy the criteria previously set out:

- i. the cost of internal staff assigned to the project
- ii. travel and subsistence allowances for internal staff taking part in the project
- iii. the cost of equipments (new or second-hand) necessary to implement the project
- iv. the costs of consumables and supplies, provided they are identifiable and assigned to the project
- v. the costs arising directly from requirements imposed by the agreement (“other costs and services necessary to implement the operation”), including the costs entailed by other contracts awarded by the beneficiary for the purposes of carrying out the project (subcontracting costs), provided that the conditions laid down in Article II.9 of the agreement are met

b) Eligible indirect costs

Eligible indirect costs are administrative costs (“overheads”). A flat-amount, maximum 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary’s general administrative costs which can be regarded as chargeable to the action/project.

Overheads are defined as costs which are not identifiable as specific costs directly linked to performance of the project which can be booked to it direct, but which can be identified and justified by the beneficiary using his accounting system as having been incurred in connection with the eligible direct costs for the action. They may not include any eligible direct costs.

Overheads comprise costs connected with infrastructures and the general operation of the organisation such as hiring or depreciation of buildings and plant, water/gas/electricity, maintenance, insurance, supplies and petty office equipment (e.g. toner, paper, stationery), communication and connection costs, postage, etc. and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, etc.

Overheads may not include costs entered under another budget heading.



This flat-rate amount is not authorised where the beneficiary already receives an operating grant from the European Commission.

On eligible costs, see articles II.14.1 and II.14.2 of the draft grant agreement.

Ineligible costs

The following costs are not considered eligible (they are excluded from the costs for which a Community grant may be awarded):

- i. return on capital
- ii. debt and debt service charges;
- iii. provisions for losses or potential future liabilities;
- iv. interest owed;
- v. doubtful debts;
- vi. exchange losses;
- vii. VAT, unless the beneficiary can show that he is unable to recover it¹;
- viii. costs declared by the beneficiary and covered by another action or work programme receiving a Community grant,
- ix. excessive or reckless expenditure,
- x. participation of any staff of European Institutions (attendance or speeches at conferences, seminars, etc)
- xi. contributions in kind

On ineligible costs, see article II.14.4 of the draft grant agreement.

SECTION 2 : the “Forward Budget for the Operation” point by point

The forward budget is made up of the following Forms:

- (Form B/1) “Forward Budget Summary Form” where the total cost of the project is entered
- (Form B/2) “Forecast Financing Plan” where the revenues are entered
- (Forms from B/1.1.a to B/1.5) detailed budget forms each one dedicated to one of the categories of the direct eligible costs

The “Forward Budget Summary Form” and the “Forecast Financial Plan” must be balanced.

All the Budget Forms will be annexed to the agreement signed between the Commission and the Beneficiary.

Models are provided in the Submission Set. Please use the excel sheets which can be downloaded from the Directorate General Enterprise and Industry website:

<http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>

¹ VAT and public bodies: It is general rule that if the organisation is not able to recover VAT, VAT is to be considered as eligible cost for the purpose of EC grant. But there is an exception to this general rule, based on another fundamental principle of grants, namely avoiding the double financing.

As the VAT thus collected by operators liable for tax will in fact be returned to accounts of the Member State of the public body, considering this VAT as an eligible cost would lead to double financing (first by the Union grant and second by the fiscal revenue paid by the operator subject to VAT to the Member State of the public body). That’s why VAT paid by a public body to operators who are subject to VAT (when purchasing goods / supplying services within the framework of the implementation of the co-financed action), is not eligible.

Guidelines on the single broad categories of eligible costs and instructions on how to compile the budget sheets are provided herewith below. Rows in the forms and new pages can be added if necessary.

How to compile Form B/1 - Forward Budget Summary Form

The Forward Budget Summary Form is divided into 5 parts:

(A) direct eligible costs

The direct eligible costs are divided into 5 headings. Each of them refers to one of the forms B/1.1 to B/1.5.

Once you have filled in the forms B/1.1 to B/1.5, please copy the gross total of each form in the relevant column “amount €” of the form B/1.

The cell (A) referring to the “Subtotal Direct Eligible Costs” will be calculated automatically.

(B) indirect eligible costs

Once you have calculated the total direct eligible costs, the amount of indirect costs in the total of the cell (B) will be calculated automatically on the basis of the maximum flat rate funding of 7% of the direct eligible costs (A). In case you want to apply a lower % of indirect costs, change the figure in the % column and calculation of the amount will be done automatically.

(C) total project eligible costs will be calculated automatically. This amount will have to be in balance with the total amount of the “Forecast Financial Plan” (form B/2).

(D) value contribution in kind (if applicable)

See point (F) on the next page.

Overall Total: the cell will be calculated automatically. This amount shall be the same as the one of the Form B/2.

How to compile Form B/2 - Forecast Financing Plan

In this form all financial contributions must be substantiated specifying the following amounts:

(A): the direct financial contribution to the project of the applicant (and partners if any):

- direct monetary contribution
- cost of human resources (so called “own resources”)

Please note that

- “own resources” can cover exclusively the cost of the internal permanent staff (for more details see below: “How to compile Form B/1.1.a - Cost of staff assigned to the action (internal staff)”)
- costs of the internal permanent staff **should not exceed the amount of co-financing** provided by that organisation.

(B): other financial contributions to the project

These are the direct monetary contributions from any other co-financer. If any, please specify, with a breakdown, the direct monetary contribution.

Each co-financer partner must complete the “Co-financing Statement” form provided in the Submission Set to be inserted in Part II “Evidences” of the proposal.

(C): the grant sought from the Commission



Note that the amount requested from the Commission may not exceed the amount nor the percentage limits set out in the specifications of the call for proposals (see point 5).

(D): the estimated bank interest

Not applicable

(E): the direct revenue/income expected from the project

Total: The cell will be calculated automatically. This amount shall be the same as the one of the “Total Project Eligible Costs” of the Form B/1.

(F): value of contribution in kind (if applicable)

Note: the Commission may accept co-financing in kind, if considered necessary or appropriate. In such cases the value of such contributions cannot cover all the necessary co-financing.

These are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. Contributions of real estate (such as the use of a building or of premises) are excluded. These contributions may be included in the financing plan for the action (for the same amount in forms B/1 and part B/2) provided the costs are actually borne and entered in the accounts of the third parties who bear the costs or that they are generally accepted on the market in question for equivalent types of service.

For further information see article II.14 of the draft grant agreement annexed to the call for proposals.

Overall Total: The cell will be calculated automatically. This amount shall be the same as the one of the Form B/1.

How to compile Form B/1.1 - Cost of staff assigned to the action (internal staff)

Only the costs of internal staff shall be considered under this heading. Internal staff is composed by the human resources working for the applicant organisation and the partner organisations (which have to be public entities).

The cost for the internal staff should consist of their actual salaries plus social security contributions and other statutory costs forming part of their remunerations, provided they do not exceed the average rates corresponding to the usual remunerations policy of the applicant or its partners.

Within the framework of the present call for proposals, “internal staff” can be “permanent staff” or “temporary internal staff”.

“Permanent staff” is considered as staff already working for the applicant (and partners). This staff will contribute to the project only by spending hours on top of their regular business (see “Important note” below).

“Temporary internal staff” is considered as composed by those persons hired specially to implement the project (e.g. via an interim agency for the duration of the project). Temporary internal staff should not be confused with external service providers or subcontractors (to be calculated in form B/1.5).

Important note on “permanent staff”: EU grants should not in principle cover the cost of national civil servants in order not to impose double-burden to Member States taxpayers. Nevertheless, in the framework of the present call for proposals, the costs for national civil servants working within the applicant organisation (and partner organisations, being public entities as well) may be considered as eligible if it is declared that the public body in question would not carry out the activities if the EU financed project concerned were not undertaken, or in other words, that the permanent staff have been carried out activities additional to its routine activities.

In such cases, the cost of the permanent staff paid from the public budget should be considered as part of the co-financing provided by the applicant organisation and, where relevant, by its partner organisations. By signing document A3 and/or A4 (in case of partners), applicants declare that their permanent staff will be carrying out the activities additional to its routine activities.

Consequently, the costs of the permanent staff of any public organisation cannot exceed the amount of co-financing provided by that organisation.

The cost of temporary staff is always eligible for co-financing by the Commission.

Example :

Permanent staff costs are estimated at 15.000 €; one interim agent is recruited for 5 months to assist in the selection procedure, which represents a cost of 5.000 €; the total eligible costs are 100.000 €.

- this implies that in form B/1 is mentioned under B.1.1. (cost of staff assigned to the action) : 20.000 € (15.000 € + 5.000 €)

- this implies that in form B/2 is mentioned under “Co-financing by the applicant - own resources” : 15.000 € (permanent internal staff, as the Commission cannot co-finance those costs)

- this implies that the **minimum** amount under “Co-financing by the applicant – monetary contribution” will be 10.000 € as the co-financing by the applicant should represent **minimum** 25% of the total eligible costs (100.000, 25% = 25.000€).

The relevant time sheets undersigned by the staff and the immediate superior should be kept as supporting documents to justify these costs.

The amount per day/hour will be calculated by dividing the yearly salary by the number of productive days/hours a year (see form B.1.1.a).



The costs for external service providers (experts, consultants, other subcontractors) must be presented in the other budget sheets (namely under the heading “Other costs” – budget form B/1.5).

To compile the budget sheet B/1.1.a, please indicate:

- i. name of the organisation (applicant or partner organisation)
- ii. name of the person concerned (if known; mandatory at least for the project manager)
- iii. function in the project (e.g. project manager, administrator, accountant, assistance functions, secretaries, etc. To be entered in order of importance for the implementation of the project, for ex. project manager before administrators)
- iv. total number of day/hours to be worked on the project
- v. cost per day/hour : to calculate this daily/hourly rate, please use document B.1.1.b of the Submission Set (one form per person of the permanent staff involved). Please take into account a ‘reserve margin’ of 2% on the gross salary as the action will run mainly in 2011 and there might be some increase in salary if compared to the time of this call for proposals. In any case, final calculation will be done on the basis of the supporting documents at the time of the action. For temporary staff, costs per month/week/day should be indicated depending on how the invoices of the interim agency are presented or on what is fixed in the contract of limited duration.

The cells referring to the “Total” will be calculated automatically.



All documents supporting the above costs have to be kept from the very beginning of the project (e.g. timesheets, salary slips, invoices, etc). The Commission will require them to verify the validity of the request for payment. As an annex to the grant agreement, an excel table will be attached to be filled in during the implementation of the project for each of the permanent staff involved. It will then have to be submitted with the request of financing.

How to compile Form B/1.2 - Travel and subsistence allowances for staff

Only the costs for the internal staff's travel and subsistence allowances (considered under heading B/1.1., permanent and temporary) shall be considered under this heading. Travel and subsistence allowances of external staff shall be listed under "other costs" (B/1.5).

Travel expenses 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, under the following conditions

- travel by the most direct and most economic route;
- distance of at least 100 km between the place of the mission and the normal place of work;
- travel by rail: first class;
- travel by air: economy class, unless a cheaper fare can be used (e.g. Apex); air travel is allowed only for return journeys of more than 400 km;
- travel by car: reimbursed on the basis of the equivalent first class rail fare.

Subsistence costs (flat-rate subsistence allowances, called *per diem*) cover all subsistence expenses during missions, including hotels, meals and local transport (taxis and/or public transport). They apply for each day of mission at a minimum distance of 100 km from the normal place of work in the context of the project.

To compile the budget sheet B/1.2, please indicate for

each travel (of at least 100 km between the place of the mission and the normal place of work):

- names or functions of the people involved
- journey and dates (even tentative)
- purpose of the travel (this must refer clearly to one activity of the project, e.g. participation in an informative seminar, visit of a candidate destination, etc. If already known, places of departure and destination should be mentioned)
- subsistence costs : total number of days of the travel x the flat-rate subsistence allowance (*per diem*) or an estimate of the real costs per day (per person)
- cost of travel (estimation)

The cell referring to the "Total" will be calculated automatically.



All documents supporting the above costs have to be kept from the very beginning of the project (for ex. travel tickets, boarding passes, invoices from the travel agency etc.). The Commission will require them to verify the validity of the request for payment. For the *per diem* allowances, no supporting documents are required: only a declaration of the applicant on the applicable per diem in its organisation is needed.

How to compile Form B/1.3 - Equipment

Only equipment purchased for the purposes of carrying out the project can be charged as direct costs.

These costs are eligible provided they are written off in accordance with the tax and accounting rules applicable to the applicant organisation and generally accepted for items of the same kind.

Moreover, only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project can be taken into account by the Commission, except where a different arrangement is justified by the nature and/or context of the equipment's use.



Items purchased prior to the action, even if used for the purposes of the action, cannot be considered eligible direct costs of the action. The use of existing equipment and the beneficiary's installations is covered via the indirect cost.

As regards depreciation policy, in choosing their depreciation rates, applicants must comply with experience and practice in their sector of activity, the general tax rules and the degree and conditions of use of the items concerned. When the period of depreciation has been chosen, it must be the same for any given category of goods used in similar conditions. Please provide detail with regards to the methods for the calculation of the depreciation rates.

To compile the budget sheet B/1.3, for each equipment, please indicate:

- description (e.g. furniture, office equipment, vehicles, hardware, software, etc.)
- purpose (this must refer clearly to the activities of the project)
- price
- number of months during which the equipment will be used exclusively for this project
- annual depreciation rate

The cell referring to the “Total” will be calculated automatically.



All documents supporting the above costs have to be kept from the very beginning of the project (for ex. justification of the purchase, which also has to result clearly from the proposal; invoices; depreciation table; etc.). The Commission will require them to verify the validity of the request for payment.

How to compile Form B/1.4 - Consumables

Only the costs of items **directly linked to the performance of the action**, identifiable and assigned to the project shall be considered under this heading. Please note that **the fact that the costs are specific to the project is key factor justifying these costs** (for ex. the costs of purchasing promotional material).

Examples of costs which might be eligible under this heading: CD-ROMs, leaflets and gadgets with logo of the event (= identifiable), etc.



More 'general' office supplies, stamps or other stationary is comprised in the indirect costs and cannot be considered under this heading.

We advise you to ask your suppliers of the 'specific' consumables to clearly indicate the link to the project on their invoices, ex. "1000 leaflets "European Destinations of Excellence".

To compile the budget sheet B/1.4, for each item, please indicate:

- description of the consumable
- purpose (this must refer clearly to one activity of the project, e.g. dissemination activities) number of units
- average cost per unit

The cell referring to the "Total" will be calculated automatically.



All documents supporting the above costs have to be kept from the very beginning of the project (for ex. invoices; etc.). The Commission will require them to verify the validity of the request for payment.

How to compile Form B/1.5 - Other costs and services

This heading includes any other additional costs directly linked to the implementation of the project and not falling within any of the other categories mentioned above.

Examples of costs that might be considered under this heading: advertisements; catering for a conference; travel costs for external staff or members taking part in a selection committee; fees for the member of jury; all other cost of subcontracting, such as contracts for production of brochures, publications and other communication material, websites, translations, rent of vehicles; contracts with experts or consultants taking part in the action (e.g. for selection committees), etc.

If, for the purposes of the project, the applicant has to enter into contracts involving costs which come under an eligible direct costs heading in the forward budget, it must observe the principles of transparency and equal treatment of potential contractors and take care to avoid any conflicts of interests. The applicant must be in a position to demonstrate that it has chosen the subcontractor offering the best value for money.

Only a limited part of the project may be subcontracted. It is necessary to justify the awarding of contracts, which means that flat-rate amounts are not permitted in this part of the budget. Contracts of this type may be awarded only subject to the following conditions (see also Art. II.9 of the draft grant agreement):

- (1) they may cover a limited part of the work programme only;
- (2) recourse to the award of contracts must be justified with regard to the nature of the project and what is necessary for its implementation. **Project management or organisation cannot be subcontracted** under any circumstances;
- (3) the tasks concerned and the corresponding estimated costs must be set out in the forward budget;
- (4) any recourse to the award of contracts while the project is in progress, if not envisaged from the outset in the subsidy application, is subject to prior authorisation in writing by the Commission;
- (5) the subsidy beneficiary retains sole responsibility for implementing the project and complying with the provisions of the agreement, and undertakes to ensure that the contractor waives all rights in respect of the Commission under the agreement;
- (6) the subsidy beneficiary undertakes to ensure that the conditions applicable to him as regards responsibility, conflict of interests, ownership and use of results, confidentiality, publicity, transfer of claims, and controls and audits (cf. Articles II.1, II.2, II.3, II.4, II.5, II.6, II.10 and II.19 of the draft grant agreement) also apply to the contractor.

Subcontracting does not limit the responsibilities of the beneficiary.

To compile the budget sheet B/1.5, for each item, please indicate:

- i. description
- ii. purpose (this must refer clearly to the activities of the project)
- iii. month of the activity
- iv. number of units
- v. average cost per unit

The cell referring to the “Total” will be calculated automatically.



All documents and relevant documents supporting the above costs (for ex. invoices) have to be kept from the very beginning of the project. The Commission will require them to verify the request for payment validity.

EVALUATION OF THE PROPOSALS

Evaluation and selection of the proposals

All applications will be examined and assessed by an Evaluation Committee, set up for that purpose by the concerned department.

The assessment will be based on the information provided by the applicants in the proposal submitted in reply to this call for proposals. In addition, the Commission reserves the right to use any other information from public or specialist sources.

All the information will be assessed in light of the eligibility, selection and evaluation criteria set out in the call for proposals. The eligibility, selection and evaluation procedure consists of successive stages. Only the proposals meeting the requirements of one stage of the assessment will pass on to the next.

The Evaluation Committee may ask an applicant to provide additional information or to clarify the supporting document submitted in connection with the application, in particular in the case of evident material errors.

When assessing the evaluation criteria set out in the call for proposals, the Evaluation Committee will pay attention to the following award criteria.

Award criteria and key elements to be assessed	Max. score
1) Quality presentation of the proposal	30
This includes the quality and completeness of the presentation of the proposal: if it is correctly presented with all parts assembled in the proper way, if it is completed with all requested documents, if pages are numbered. This criterion also includes the extent to which the budget is complete, detailed and in line with the objectives and potential results of the proposed project. It will be judged if the link of each cost to the activities proposed in the project is clear.	
2) Relevance of the proposal	50
This includes the overall understanding of the work to be performed, the extent to which the proposed project is in line with the objectives of the preparatory action "European Destinations of Excellence", and the clarity of the proposed project and level of detail of the work programme. It also includes the coherence, appropriateness and feasibility of the activities proposed: the extent to which the proposed activities are necessary for the implementation of the project will be evaluated as well. This criterion also includes the extent to which the action "European Destinations of Excellence" will be promoted within the country and the extent to which the promotion and communication activities will raise visibility of the EU support to the proposed project.	
3) Impact of the project	20

This includes the extent to which the proposed project contains multiplier effects (including possibilities for replication and extension of the outcomes, dissemination of information etc) and impacts on the managerial and technical capacities of the applicant organisation.	
Maximum total score	100

The Evaluation Committee will draw up a list of proposals, which may be financed, in order of merit, indicating the proposed amount to be financed by Community funds.

The conclusion of the Evaluation Committee is recorded in minutes signed by the members of the Committee and proposed to the Authorising Officer.

Decision of the contracting authorities

On the basis of the list of merit drawn up by the Evaluation Committee, the Authorising Officer decides on the allocation of the grants. He **reserves the right to award a grant of less than the amount requested by the applicant**. In such a case, beneficiaries proposed for award will be invited either to increase their co-financing, propose other co-financing means or to decrease the total costs without altering the substance of the proposal.

All applicants will be informed in writing of the Authority's decision concerning their application.

Please note that a decision to reject an application or not to award a grant will be based on the following grounds:

- Ü the application was received after the closing date;
- Ü the application is incomplete or otherwise non-compliant with the stated administrative conditions;
- Ü the applicant or one or more participants are ineligible;
- Ü the technical capacity is considered insufficient;
- Ü the financial capacity is considered insufficient;
- Ü the proposal has not reached the minimum score of 50% for one or several of the evaluation criteria or 60% of the total;
- Ü the score obtained by the proposal is not ranked amongst the best proposals considered for the award.

The Contracting Authority's decision to reject an application or not to award a grant is final.

If, at any stage of the administrative treatment of grant applications, the persons or entities concerned consider that they have been affected by an instance of maladministration, they may, irrespective of any other means of redress, make a complaint to the European Ombudsman in accordance with Article 195(1) of the EC Treaty and as provided by the Parliament Decision of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties published in Official Journal of the European Communities L 113 of 4 May 1994 (<http://www.ombudsman.europa.eu/form/en/default.htm>).

SUBMISSION OF THE PROPOSALS

The final deadline for submission of proposals is **21/05/2010**.

The proposal will have to be submitted in one original and two copies in paper.

The checklist included in Annex 1 can be used to verify inclusion of all requested documents into the proposal before submitting it.

You are requested to fill in this checklist and include it at the very beginning of your proposal.

The following parts of the proposal shall be recorded on 1 CD- ROM, which is to be submitted together with the paper copies:

- description of the project (Part 3) in word format (.doc). The file should be named as follows : *<country name>-proposal.doc*
- the budget forms (Part 4) in excel format (.xls). The file should be named as follows : *<country name>-budget.xls*

Proposals must be submitted following the specifications of the call for proposals (see point 8) by either registered mail or delivery by hand (in person or by an authorised representative, including private courier services).

Submission by fax or electronic mail will not be accepted.

Applicants shall observe precisely the above indications in order that proposals can reach their precise destination in due time. **Late deliveries will lead to the applicant being excluded from the award procedure.**

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

Once a proposal or application has been received and registered by the Commission, the acknowledgement of receipt will be dispatched. If applicants have not received an acknowledgement of receipt within 3 weeks of submission of the proposal they should contact the Commission.

Tentative calendar for the evaluation

The intention is to inform applicants of the outcome of the award procedure no later than the month of August 2010.

COMMISSION CONTACT DETAILS

For any further information concerning the present call for proposals, please contact:

European Commission
Enterprise and Industry Directorate-General
Grant Programme 2010
Preparatory Action “European Destinations of Excellence”
Tourism Unit, ENTR I/1
B100 4/45
B 1049 Brussels, BELGIUM

e-mail: entr-eden@ec.europa.eu

fax: + 32 2 29 56 9 69

ANNEX I

CHECK-LIST FOR APPLICANT: *__please add the name of the country__*

Before sending in the application, please check the following:

Ø All the sections of the application (full proposal and forms A, B, C, D) have been completed, where appropriate, in accordance with the guide for submission.	•
Ø The eligibility criteria for the applicant and for the proposal laid down in the call for proposals or equivalent have been met.	•
Ø Any rules relating to the period for carrying out the action mentioned in the call for proposals or equivalent have been complied with.	•
Ø Information on previous or current applications submitted to the EC and grants received from the EC budget has been disclosed in forms A3 and A4	•
Ø The budget for the project has been drawn up in euros and is exclusive of VAT, has costs and revenue in balance and contains a detailed statement of all estimated eligible costs.	•
Ø The grant requested complies with the ceilings laid down in the call for proposals in relation to the total estimated cost of the eligible costs proposed.	•
Ø The application has been made within the deadline for submitting proposals as laid down in the call for proposals and has been dated and signed by the authorised representative .	•
Ø The following documents have been attached to the proposal:	
○ Evidence of the technical capacity to complete the proposed operation (Curriculum vitae of persons to be performing work in connection with the operation or, if applicable, declaration on honour)	•
○ A- Information on the proposal	•
○ A/1 - Proposal Administrative Overview	•
○ A/2 - Proposal Summary	•
○ A/3 - Applicant (Lead Organisation) Information	•
○ A/4 - Other Participants Information	•
○ A/5 - Legal Entity - Public Entities	
○ Evidence to complete the Legal Entity (e.g. a copy of the resolution, law, decree or decision..)	
○ A/6 Financial Identification	•
○ B/1 Forward Budget Summary Form	•
○ B/2 Financing Plan	•
○ B/1.1.a + B/1.1.b Cost of staff assigned to the action	•
○ B/1.2 Travel and subsistence allowances for staff taking part in the action	•
○ B/1.3 Equipment	•
○ B/1.4 Consumables and supplies	•
○ B/1.5 Other costs and services	•
○ C – Co-financing Statement Form	•
○ D -Exclusion Criteria Form	•

USEFUL NOTES ON HOW TO COMPLETE THE ADMINISTRATIVE FORMS

The proposal must be **typed** and **filled-in in one of the EC languages**.

The following numbers refer to the superscript numbers indicated in the proposal submission forms (A/1 to A/5 and C).

1. **Proposal Full Name of the project**

Use a clear, self explanatory title, providing guidance as to the content of the project

2. **Applicant Name**

Indicate the name of the lead organisation as it appears in Form A/3.

3. **P. O. Box**

If applicable, indicate number of Post Office Box for mail delivery.

4. **Post Code**

If applicable, enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.

5. **Cedex**

If applicable, indicate Cedex for mail delivery.

6. **Telephone n° and Fax n°**

Please indicate telephone and fax numbers in the following format, for example (a European Commission telephone number in Brussels, Belgium): (32-2) 2991111 (32 being the country code number; 2 the area code number for international calls; 2991111 the subscriber's number).

7. **Planned start date**

Remember that the project cannot start until the contract has been signed, which could be 2 to 3 months after the deadline for submission.

8. **Organisation Legal Name**

If applicable, name under which the organisation is registered in the official trade registers or any other official register.

9. **Organisation short Name**

Acronym in the applicant's language.

10. **Legal Status**

Please use the following code: **GOV** (Governmental (local, regional or national public or governmental organisations e.g. libraries, hospitals, schools), since other entity with other legal status are not admitted to present a proposal (for example: **INO**: International Organisation (i.e. an international organisation established by national governments);

JRC: Joint Research Centre (i.e. the Joint Research Centre of the European Commission); **PUC:** Public Commercial Organisation (i.e. commercial organisation established and/or owned by a public authority); **PRC:** Private Commercial Organisation including Consultant (i.e. any commercial organisations owned by individuals either directly or by shares); **EEI:** European Economic Interest Group; **PNP:** Private Organisation, Non Profit (i.e. any privately owned non profit organisation).

11. Business Area (NACE)

Indicate the principal activity of your organisation, or, in the case of a larger organisation, of the executive division of your organisation making the proposal.

12. Financial Statement Form/ Total yearly revenues or resources

- For public bodies (forms A/3-A/4)

Please provide the Commission with the total yearly revenues/resources.

13. Number of employees

This part should be filled in by all participants. The figures shall comprise the legal organisation as a whole - not only for the department carrying out the work. Please indicate the number of full-time equivalent employees. (The contribution of part-time staff should be accounted as the equivalent number of full-time staff).

14. Independence

An organisation is independent if less than 25% of the capital or the voting rights is owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly). Independently of the ownership of capital or voting rights, please specify if any public authority supervises the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has less than 250 full time equivalent employees, has an annual turnover not exceeding EUR 50 million, or an annual balance sheet total not exceeding EUR 43 million, and is not controlled by 25% or more by a company which is not an SME (source: Commission recommendation 2003/361/EC by 6 May 2003, OJEC L 120, 20/05/2003).

If the organisation is not independent, please provide the legal name(s) of the organisation(s) which own(s) 25 % or more of the organisation or the name(s) of the public authority supervising the organisation.

15. Grant applications submitted (or due to be submitted) to European institutions or agencies in the current year – Public officials paid directly from central government or local government budgets.

This part aims to guarantee compliance with the principle of sound financial management and check the absence of a double burden on Member States' taxpayers. For further information on their legal framework see the Consolidated versions of the Financial Regulation and of the Implementing Rules applicable to the general budget of the European Communities (in particular articles 111 FR and 172a – 173 IR). These issues are ruled by articles II.14.2, II.14.3 and II.14.4 of the grant agreement (annex I to the call for proposals).