



**EUROPEAN COMMISSION**

Executive Agency for Small and Medium-sized Enterprises (EASME)

Department A - COSME, H2020 SME and EMFF

**Unit A3 - EMFF**

**Call for Proposals**  
For EU Grants  
under the European Maritime and Fisheries Fund  
**Nautical Routes for Europe**

EMFF Work Programme 2016

EASME/EMFF/2016/1.2.1.12

## Call for Proposals – EASME/EMFF/2016/1.2.1.12

# Nautical Routes for Europe

## 1. INTRODUCTION – BACKGROUND

The Executive Agency for Small and Medium-sized Enterprises, hereafter referred to as "EASME", acting under the powers delegated by the European Commission (also referred to as "the Commission"), is launching a call for proposals with a view to concluding grant agreements to develop and promote transnational touristic thematic routes and transnational thematic tourism products in the fields of nautical tourism and water sports tourism.

### 1.1. Regulation (EU) No 508/2014 on the European Maritime and Fisheries Fund (EMFF)

This call is launched in accordance with the 2016 Work Programme for the Implementation of the European Maritime and Fisheries Fund (EMFF)<sup>1</sup> (section 1.2.1.12. of the annex) on the basis of the objectives set out in the Regulation (EU) No 508/2014 of the European Parliament and of the Council of 15 May 2014 on the European Maritime and Fisheries Fund<sup>2</sup>, and in particular Article 82(c).

### 1.2. General information concerning the call for proposals

The action covered by this call for proposals forms part of the EMFF Work Programme, whose implementation is delegated to EASME.

According to the Act of Delegation, grant agreements will be signed by EASME.

### 1.3. Background

The Lisbon Treaty provides a new framework which allows the Commission to undertake measures in order to complement the action of the Member States in the tourism sector, in particular by:

- a) Encouraging the creation of a favourable environment for the development of undertakings in this sector;

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<sup>1</sup> Annex to the Commission Implementing amending Decision concerning the adoption of the work programme for 2016 and the financing for the implementation of the European Maritime and Fisheries Fund (C(2016) 6713 final), of 24 October 2016, section 1.2.1.12.

<sup>2</sup> Regulation (EU) No 508/2014 of the European Parliament and of the Council of 15 May 2014 on the European Maritime and Fisheries Fund and repealing Council Regulations (EC) No 2328/2003, (EC) No 861/2006, (EC) No 1198/2006 and (EC) No 791/2007 and Regulation (EU) No 1255/2011 of the European Parliament and of the Council, Official Journal of the European Union, L 149/1 of 20.5.2014.

- b) Promoting cooperation between the Member States, particularly by the exchange of good practice.

Within this context, in its **2014 Communication on "A European Strategy for more Growth and Jobs in Coastal and Maritime Tourism"**<sup>3</sup>, the Commission highlighted the importance of diversifying the coastal and maritime tourism offer as a way to increase the competitiveness of the sector and tackle seasonality. It further underlined the value of innovative tourism products, as transnational thematic routes, as a fundamental tool for the touristic promotion of our coastal regions and as a means to increase the competitiveness of the coastal and maritime tourism sector in Europe<sup>4</sup>.

As competition in tourism is now worldwide, the EU has to develop innovative and competitive products to attract tourists who are no longer only looking for the "sea and sun" option. Thus, the Strategy for Coastal and Maritime Tourism encourages EU Member States, local and regional authorities and the tourism sector to develop more targeted products, offering unique experiences to customers. The EU maritime heritage offers a competitive advantage in comparison to the rest of the world. Unfolding the potential of our natural and cultural heritage as a touristic attraction requires us to first and foremost ensure its protection for the future generations. In particular, with regard to nautical tourism, sailors, boaters and water sports practitioners are increasingly looking for a more diversified tourism offer to complement their holiday programs. Synergies with other maritime and coastal activities should thus be encouraged.

Transnational thematic tourism products and services are an important niche market with a large growth potential (e.g. cultural routes crossing several countries, industrial heritage sites in various Member States). Whilst recognising the important role Member States play in developing and implementing strategies for tourism at national and regional level, the Union should help the development and promotion of transnational tourism products which embody common European shared values and heritage and promote Europe as a "unique tourism destination".

These considerations have already led to the launch of calls for proposals<sup>5</sup> as well as EU flagship initiatives such as the European Heritage Days<sup>6</sup> and the European Heritage Label<sup>7</sup>. It is the intention of the Commission to capitalise on those initiatives and look for synergies with similar or complementary initiatives undertaken by other International and European Organisations, such as the "Cultural Routes" program of the Council of Europe (CoE)<sup>8</sup> and the UNESCO world heritage sites<sup>9</sup>.

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<sup>3</sup> COM (2014) 86 final – 20.02.2014

[http://ec.europa.eu/maritimeaffairs/policy/coastal\\_tourism/documents/com\\_2014\\_86\\_en.pdf](http://ec.europa.eu/maritimeaffairs/policy/coastal_tourism/documents/com_2014_86_en.pdf)

<sup>4</sup> See also Communication "Europe, the world's No 1 tourist destination – a new political framework for tourism in Europe", COM/2010/0352 final

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52010DC0352&from=EN>

<sup>5</sup> See Guide on EU funding for the tourism sector (2014-2020)

[http://ec.europa.eu/growth/tools-databases/newsroom/cf/itemdetail.cfm?item\\_id=8496](http://ec.europa.eu/growth/tools-databases/newsroom/cf/itemdetail.cfm?item_id=8496)

and Call for Proposals: "Thematic Routes on Underwater Cultural Heritage"

<https://ec.europa.eu/easme/en/call-proposal-thematic-routes-underwater-cultural-heritage>

<sup>6</sup> <http://pjp-eu.coe.int/en/web/ehd-jep/home>

<sup>7</sup> [http://ec.europa.eu/programmes/creative-europe/actions/heritage-label/index\\_en.htm](http://ec.europa.eu/programmes/creative-europe/actions/heritage-label/index_en.htm)

<sup>8</sup> [www.coe.int/routes](http://www.coe.int/routes)

Changing demand requires attractive and sustainable products that provide unique and customised experiences. Yet, potentially interesting sites or items are often not presented and promoted attractively or not well linked with other coastal or maritime tourism offers. The sector should develop new products promoting attractiveness and accessibility of nautical tourism, water sports, coastal and marine archaeology, maritime heritage, underwater tourism, eno-gastronomic activities etc.

Growing public interest in water-based sports, such as recreational fishing, boating, wind surfing and diving, creates potential and can help address seasonality because these activities do not depend on peak seasons.

This action will support the implementation of sea basin strategies and regional approaches, notably in the Atlantic (Action Plan for a Maritime Strategy in the Atlantic Area<sup>10</sup>), the Baltic Sea (EU Strategy for the Baltic Sea Region<sup>11</sup>), the Adriatic-Ionian Seas (EU Strategy for the Adriatic and Ionian Region<sup>12</sup>), the Black Sea Synergy and the Mediterranean (BLUEMED<sup>13</sup>). For example, maritime and coastal tourism is included as a specific objective in the Atlantic Action Plan and under the BLUEMED initiative.

## **2. OBJECTIVES – ACTIVITIES – GEOGRAPHICAL SCOPE - OUTPUTS/IMPACTS**

### **2.1. Objectives**

#### ***General objective***

The main objective of this call for proposals is to support the development of transnational thematic tourism products and their promotion through the creation of transnational touristic thematic routes in coastal regions in the areas of nautical tourism and water sports tourism at sea.

The tourism products developed should aim at promoting at least one of the following segments: nautical tourism and water sports tourism at sea. Applicants are encouraged to create and enhance synergies with other relevant tourism segments such as food and wine tourism, culture tourism, health and wellbeing tourism and cruise tourism.

The routes created by the projects must be innovative in the sense that they result in a diversification of the coastal and maritime tourism offer in Europe.

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<sup>9</sup> <http://whc.unesco.org/>

<sup>10</sup> <http://www.atlanticstrategy.eu/en>

<sup>11</sup> <http://www.balticsea-region-strategy.eu/>

<sup>12</sup> <http://www.adriatic-ionian.eu/>

<sup>13</sup> Research and innovation initiative for blue jobs and growth in the Mediterranean area (the Bluemed initiative) is the result of a joint effort of a group of European Member States - Cyprus, Croatia, France, Greece, Italy, Malta, Portugal, Slovenia, and Spain - with the support of the European Commission; <https://www.researchitaly.it/en/understanding/press-media/news/the-marine-and-maritime-sectors-the-bluemed-initiative-documents-now-online/>

This action will involve the conception, development, establishment and promotion of transnational touristic thematic routes in European coastal areas<sup>14</sup>.

#### **DEFINITIONS FOR THE PURPOSE OF THIS CALL FOR PROPOSALS**

- **Nautical routes:** transnational touristic itineraries with a minimum of 2 geographical sites in the coastal areas of two eligible countries<sup>15</sup>, designed to target the nautical tourism and/or water sports tourism at sea sectors by promoting tourism products for practitioners of nautical and/or water sports tourism.

Nautical tourism and/or water sports tourism at sea should be understood in a broad sense as including segments and sectors such as boating, yachting, diving, recreational fishing, surfing, activities linked to marinas and various water sports at sea. Nautical routes can comprise synergies with other tourist segments as a way to diversify the tourism offer for nautical and water sports tourists.

Therefore, a nautical route is a transnational touristic itinerary that comprises:

- tourism activities in the areas of nautical tourism and/or water sports at sea as a core component of the nautical route;
- additional touristic activities that can be added on and included in the nautical route, for example, in the areas of cultural (heritage) tourism, ecotourism, city tourism, agro-tourism, winter tourism, food and wine tourism, health and wellbeing tourism, cruise tourism, nature tours, beach tourism, etc.

- **Tourism product:** for the purpose of this call, a “tourism product” represents a combination of different aspects (characteristics of the places visited, modes of transport, types of accommodation, specific activities at destination, etc.) around a specific centre of interest. This notion of “tourism product” is used by professionals in the tourism business to market specific packages or destinations. It is then possible to speak of specific types of “tourism products”, such as cultural heritage tourism, ecotourism, city tourism, agro-tourism, health and wellbeing tourism, winter tourism and nautical tourism, etc.

- **Product Development:** process that includes all activities needed to provide a set of tourism services to meet tourist needs, excluding the launching of the product into the market.

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<sup>14</sup> European coastal areas are defined in accordance with the related Eurostat definition: they are EU Member State municipalities with 50% of their surface within a distance of 10km from the sea. Definition available at: <http://ec.europa.eu/eurostat/web/maritime-policy-indicators/methodology>

<sup>15</sup> Eligible countries are listed in section 6.1. 'Geographical eligibility'.

## *Specific objectives*

This call aims at realising the following specific objectives:

- Encourage diversification of the supply of European nautical tourism related products and services by the development of sustainable transnational nautical routes and associated tourism products;
- Foster synergies between tourism related activities on the coast and increase the benefits for the local economy and people;
- Foster transnational cooperation among various actors along the tourism value chain with regard to nautical tourism, water sports tourism at sea and related tourism segments;
- Reinforce market uptake and visibility of sustainable European transnational nautical routes and encourage their promotion to the public, encourage partnerships between different tourism segments and encourage synergies between different destinations.

## **2.2. Activities**

### *Core activities*

Projects must undertake at least the following activities as part of the project implementation:

- Design and create a new transnational nautical route linking tourist attractions in the coastal areas of two eligible countries and offering at least one transnational tourism product tailored to the nautical route;
- Develop a long term<sup>16</sup> strategy for the establishment and exploitation of the nautical route, including a communication and marketing strategy of the nautical route and associated products;
- Consult and validate with relevant stakeholders the design, creation, exploitation and sustainability of the new nautical route and associated tourism products;
- Develop the necessary tools and materials to promote the new nautical route and associated tourism products in line with the communication and marketing strategy developed;
- Establish a mechanism to support a solid and sustainable cooperation among the different actors of the tourism value chain.

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<sup>16</sup> A long term strategy consists of a strategy plan or business plan of a minimum duration of three years after the project completion.

### ***Complementary activities***

Projects may propose other activities complementary to the core activities set out above. Such complementary activities should contribute to realise the project objectives and be in line with the objectives of this call for proposals. Complementary activities could comprise for instance training activities, measures to seek complementarities and synergies with relevant projects funded under other EU programmes as well as with other relevant initiatives or policies (e.g. sea-basin and macro-regional strategies),

### ***Networking with other projects***

During the lifetime of the projects financed under this action, a number of meetings will be organised at EU level for the grant beneficiaries to facilitate the exchange of experience and good practices across sea basins, to foster mutual learning and to enhance the European dimension of the transnational tourism products and related nautical routes. Project beneficiaries are expected to participate in these meetings, which will be held in Brussels or other relevant locations.

### **2.3. Geographical scope**

The geographic area covered by the action includes European coastal areas and sea basins involving EU Member States and third countries<sup>17</sup> participating in the respective cooperation frameworks (e.g. Action Plan for a Maritime Strategy in the Atlantic area<sup>18</sup>, EU Strategy for the Baltic Sea Region<sup>19</sup>, EU Strategy for the Adriatic and Ionian Region<sup>20</sup>, Black Sea Synergy, BLUEMED<sup>21</sup>), excluding volatile regions<sup>22</sup>.

### **2.4. Expected outputs/impacts:**

Projects under this action must achieve the following concrete outputs within the project duration:

- a new transnational nautical route on the theme of nautical tourism and/or water sports tourism at sea including at least one transnational tourism product associated to the nautical route linking attractions at different geographical destinations;
- a long term strategy (covering minimum 3 years after the end of the project) for the establishment and exploitation, including a communication and marketing strategy of the nautical route and associated tourism products;

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<sup>17</sup> The geographical eligibility of this Call for Proposals is established in section 6

<sup>18</sup> <http://www.atlanticstrategy.eu/en>

<sup>19</sup> <http://www.balticsea-region-strategy.eu/>

<sup>20</sup> <http://www.adriatic-ionian.eu/>

<sup>21</sup> [Research and innovation initiative for blue jobs and growth in the Mediterranean area \(the Bluemed initiative\) is the result of a joint effort of a group of European Member States - Cyprus, Croatia, France, Greece, Italy, Malta, Portugal, Slovenia, and Spain - with the support of the European](#)

- effective tools and materials to promote the new nautical route and associated tourism products;
- a mechanism ensuring solid and sustainable cooperation among the different actors collaborating on the newly developed nautical route.

Projects must aim to realise one or more of the following impacts:

- increased awareness of Europe as a sustainable, high quality and safe destination;
- diversification and less seasonally dependent tourism products offered in the area of coastal and maritime tourism;
- increased number of visitors to the targeted coastal region(s);
- creation of new jobs and/or increased income in the targeted coastal region(s).

In order to ensure that progress and impact can be measured, a list of relevant output and impact indicators, both qualitative and quantitative, must be included in the proposal<sup>23</sup>.

### **3. TIMETABLE**

#### **3.1. Indicative timetable**

The indicative timetable for this call for proposals is:

	Stages	Date and time or indicative period
a)	Publication of the call	November 2016
b)	Deadline for submitting applications	15 March 2017 (in case of hand-delivery by 16:00, Brussels time)
c)	Evaluation period	April-August 2017
d)	Information to applicants	September 2017
e)	Preparation and signature of the grant agreement	September-November 2017
f)	Starting date of the project	December 2017 – January 2018

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Commission; <https://www.researchitaly.it/en/understanding/press-media/news/the-marine-and-maritime-sectors-the-blue-med-initiative-documents-now-online/>

<sup>22</sup> Crimea, Abkhazia, Transnistria, Libya and Syria.

<sup>23</sup> See section III 1.c of the application form



### **3.2. Implementation period**

Projects should not exceed the duration of 24 months.

The project duration shall start on the first day of the month following when the last of both parties signs the grant agreement or at the date specified in the grant agreement.

## **4. BUDGET AVAILABLE**

The total budget earmarked for this action is **EUR 1,500,000**.

This budget might be increased by maximum 20%.

It is estimated that proposals requesting a contribution from the EU of between EUR 250,000 and EUR 300,000 would allow the objectives of this call for proposals to be addressed appropriately. Nonetheless, this does not preclude submission and selection of proposals requesting other amounts.

EASME expects to fund 5 to 6 proposals.

EASME reserves the right not to distribute all the funds available.

## **5. ADMISSIBILITY REQUIREMENTS**

- Applications must be sent no later than the deadline for submitting applications referred to in section 3.
- Applications must be submitted in writing (see section 15), using the application form provided in annex to this Call for Proposals.
- Applications must be drafted in one of the EU official languages. Submission in English is strongly encouraged and will facilitate the evaluation process.

Failure to comply with those requirements will lead to the rejection of the application.

## **6. ELIGIBILITY CRITERIA<sup>24</sup>**

### **6.1. Geographical eligibility**

A/ Applicants from all EU Member States<sup>25</sup> are eligible.

B/ Applicants from third countries are eligible:

- if a project activity is carried out outside the territory of the Union  
and
- if the involvement of those applicants from non-EU countries is necessary in view of the nature of the action and in order to achieve its objectives.

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<sup>24</sup> Art. 131 FR, 201 RAP

<sup>25</sup> Including landlocked EU Member States

For the purpose of the present call, the eligible third countries bordering the North Sea, Baltic Sea, Black Sea, the Atlantic and the Mediterranean sea basins and participating in the respective cooperation frameworks (e.g. Union for the Mediterranean, EU Atlantic Strategy, EU Strategy for the Adriatic and Ionian region, Black Sea Synergy, etc.), excluding volatile regions<sup>26</sup> are as follows:

- Participating in the EU Atlantic Sea Strategy: Canada and United States of America
- Participating in the EU Baltic Sea Strategy: Belarus, Norway and Russia
- Participating in the Adriatic-Ionian Macro-regional Strategy: Albania, Bosnia and Herzegovina, Montenegro, Serbia
- Participating in the Union for the Mediterranean: Algeria, Albania, Bosnia and Herzegovina, Egypt, Israel, Jordan, Lebanon, Mauritania, Monaco, Montenegro, Morocco, Palestine, Tunisia, Turkey
- Participating in the Black Sea Synergy: Armenia, Azerbaijan, Georgia, Moldova, Russia, Turkey and Ukraine.

C/ To be eligible, the proposal must include a transnational partnership for the creation of a transnational nautical route with sites geographically located in at least 2 different eligible countries, of which at least one must be an EU Member State.

## **6.2. Eligible applicants**

1. Applicants must be legal entities. They can be public or private bodies. In the event of private bodies, they must be properly constituted and registered under national law. In the event of international organisations<sup>27</sup>, they must be constituted under international law.

To be considered a public entity, the body in question must fulfil all of the following criteria:

- The body has been created by a public authority or is governed by private law with a public service mission;
- The public interest of the body must be explicitly mentioned in the relevant legal or administrative act(s);
- The body is financed totally or to a large extent (more than 50%) by public sources;

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<sup>26</sup> Crimea, Abkhazia, Transnistria, Libya and Syria.

<sup>27</sup> An international organisation can be considered as such if the following criteria are met:

- it is international;
- it is a public sector organisation;
- it is set up by intergovernmental agreements.

The specialised agencies set up by these organisations will also be considered international organisations. The formal proof is the intergovernmental agreement that establishes the international organisation.

- In the event that the entity stops its activities, all rights and obligations including financial rights and obligations will be transferred to a public authority.

For bodies to be considered as public entity, proof of compliance with the above criteria should be provided together with the proposal.

2. Natural persons are not eligible as applicant for the purpose of the present call.
3. Applicants, both public and private entities, must be active in the following fields: tourism and/or maritime affairs.

Where necessary for the development of a tourism product or the new transnational nautical route, applicants active principally in another field may be considered eligible, too.

4. Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs as specified in section 11.2.

For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the eligibility and exclusion criteria.

5. Supporting documents: in order to assess the applicants' eligibility, the following supporting documents are requested for the coordinator and each of the partners:
  - Public entity: copy of the resolution/law/decreed/decision establishing the entity OR if not available, any other official document proving the establishment of the entity by the national authorities;
  - Private entity: extract from the official journal, copy of articles of association, extract of trade or association register, VAT registration document;
  - Affiliated entities: shall demonstrate their legal/capital link with the applicant.

### **6.3. Eligibility conditions for consortia**

1. Proposals must be submitted by a consortium (partnership) of organisations. One of these organisations must act as the consortium coordinator, while the others will act as partners.
2. The consortium must consist of a transnational partnership with applicants from at least two different eligible countries as defined in section 6.1 above, one of which must be an EU Member State.
3. The consortium coordinator must be established in an EU Member State. The coordinator may be a public or private entity.

4. All partners of the consortium, including affiliated entities, will provide the coordinator with a power of attorney in writing through a mandate signed for that purpose<sup>28</sup>. The mandate shall fully empower the coordinator to act on the partners' behalf in the context of the grant agreement.

#### **6.4. Observers**

Entities established in a third country other than those referred to under point 6.1.B/ above may participate in the action. However, these entities shall not be entitled to receive Union financial support. Moreover, these entities will not be taken into consideration for determining compliance with the eligibility conditions for consortia set out above.

#### **6.5. Eligible activities**

Eligible activities shall be those necessary to carry out the project and to deliver on the expected outputs and impacts, in accordance with the objectives set in section 2.1 and including at least the activities required in section 2.2.

### **7. EXCLUSION CRITERIA**

All applicants, including both the consortium coordinator and other partners, must provide a declaration of honour (see template in the annexed application form), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration of honour.

EASME reserves the right to verify whether the successful applicants are in any of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

### **8. SELECTION CRITERIA<sup>29</sup>**

#### **8.1. Financial capacity<sup>30</sup>**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding.

The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

A) Total grant value<sup>31</sup> is  $\leq$  EUR 60 000:

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<sup>28</sup> A template for this mandate is included as Annex IV to the grant agreement published together with this call.

<sup>29</sup> Art. 132 FR, 202 RAP

<sup>30</sup> Art. 131, 132 FR, 202 RAP.

- a declaration of honour (to be provided by each of the applicants)

B) Total grant value is > EUR 60 000:

- a declaration of honour (to be provided by each of the applicants), AND

For all applicants except for public bodies and international organisations<sup>32</sup>, the following additional supporting documents:

- the profit and loss accounts and the balance sheets for the past 2 years for which the accounts were closed;
- the financial capacity table provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.

For newly created entities, the business plan might replace the above documents.

C) Total grant value is  $\geq$  EUR 750 000:

- In addition to the supporting documents required under B) above, applicants shall provide an audit report produced by an approved external auditor certifying the accounts for the last financial year available.
- In the event of an application grouping several applicants (consortium), the above threshold applies by applicant.

If on the basis of the documents submitted, the financial capacity is not considered satisfactory, the EASME may:

- request further information;
- propose a grant agreement with a pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries;
- or reject the application.

## 8.2. Operational capacity<sup>33</sup>

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed project. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

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<sup>31</sup> The 'total grant value' is the total grant amount requested for the proposed action, not the portion of the requested grant per applicant.

<sup>32</sup> On the basis of article 131(3) FR and given the eligibility criteria set for applicants under section 6 of this call for proposals, such applicants are considered to have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. Therefore no additional supporting documents are necessary.

<sup>33</sup> Art. 131 FR, 202 RAP.

- Where appropriate, a description of the technical equipment, tools or facilities and patents at the disposal of the applicants<sup>34</sup> and relevant to the project;
- For each applicant, a list of up to 3 activities (i.e. projects, publications, products, services and/or other achievements) relevant to the call content<sup>35</sup>.

The EASME may request further supporting documents to confirm the operational capacity of any applicant.

## **9. AWARD CRITERIA<sup>36</sup>**

The application will be assessed on the basis of the following award criteria.

A maximum of 100 points will be awarded for the quality of the proposal. The minimum overall score required is 60 points and a minimum score of 50% is required for each criterion (see below).

Proposals will be ranked according to their total score.

The EASME may call upon external experts in support of the evaluation of the proposals.

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<sup>34</sup> To be completed in section II.1 of the application form

<sup>35</sup> To be completed in section II.1 of the application form

<sup>36</sup> Art. 132 FR, 203 RAP

<p><b>1. Relevance of the proposal</b></p> <p><b>Max. score – 30 points (minimum required 15)</b></p>	<p><i>The relevance of the proposal and its expected results to the objectives of the action</i></p> <p>The relevance of the proposal will be assessed on the following basis:</p> <p>Sub-criterion 1.1 – Relevance to the objectives</p> <ul style="list-style-type: none"> <li>– the extent to which it meets the general and specific objectives of the call defined in section 2.1;</li> <li>– the extent to which it provides clear, measurable and realistic objectives that are achievable within the duration of the project;</li> <li>– the extent to which the proposal is based on an appropriate needs/gap analysis and that an adequate justification is provided for the chosen solution (e.g. based on a SWOT analysis);</li> </ul> <p>Sub-criterion 1.2 – Relevance of the expected results and added value</p> <ul style="list-style-type: none"> <li>– the extent to which there is a clear link between the project objectives and the expected results;</li> <li>– the extent to which the proposal demonstrates the added value of the new nautical route and new tourism product(s) developed for the diversification and attractiveness of the coastal and maritime tourism offer in Europe, including tackling seasonality;</li> <li>– the extent to which it integrates different tourist segments to achieve the expected results and have an impact on the targeted coastal region;</li> <li>– the extent to which the project actively involves relevant local businesses, in particular SMEs, throughout the different project phases;</li> <li>– the extent to which collaboration and/or support<sup>37</sup> is provided by relevant public authorities to ensure that the nautical route can be developed and exploited.</li> </ul>
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<sup>37</sup> In case no public authority is member of the consortium, the proposal may contain a letter of support for the development of the new transnational tourism product or related nautical route, delivered by a competent public authority of the countries concerned, such as a ministry at national level or a governmental department at regional level in charge of tourism and/or regional development.

<p><b>2. Project design and implementation</b></p> <p><b>Max. score – 40 points (minimum required 20)</b></p>	<p><i>Quality and coherence of the activities with the established objectives; appropriate and balanced allocation of tasks and resources; cost-effectiveness; adequate risk management</i></p> <p>Sub-criterion 2.1 – quality and coherence of the activities</p> <ul style="list-style-type: none"> <li>– the extent to which there is a clear description of planned activities including a coherent and effective work plan, providing a timetable (Gantt Chart or equivalent) clearly showing the progress of each work package, including a timetable of deliverables;</li> <li>– the extent to which the expected results and outputs of the project are clearly identified and the proposed activities contribute to reach those results and outputs.</li> </ul> <p>Sub-criterion 2.2 – allocation of tasks and resources; cost-effectiveness</p> <ul style="list-style-type: none"> <li>– the extent to which the partners complement each other in terms of competences and experience;</li> <li>– the extent to which there is an appropriate allocation of tasks and resources between the consortium partners to ensure an active commitment towards the successful implementation of the project;</li> <li>– the extent to which appropriate management structures and procedures within the consortium (e.g. clear description of management responsibilities, decision-making mechanisms and communication arrangements) are proposed;</li> <li>– the extent to which the proposed budget is clear, consistent with the actions proposed and sufficiently detailed, and that it represents value for money;</li> </ul> <p>Sub-criterion 2.3 – risk management and monitoring and evaluation</p> <ul style="list-style-type: none"> <li>– the extent to which there is a risk management plan identifying potential risks and providing adequate risk prevention and mitigation measures;</li> <li>– the extent to which appropriate qualitative and/or quantitative indicators have been provided to assess the expected outputs and impacts (short- and long-term) of the project.</li> </ul>
<p><b>3. Impact</b></p>	<p><i>Dissemination, sustainability and transferability</i></p>



<p><b>Max. score – 30 points (minimum required 15)</b></p>	<p>Sub-criterion 3.1 – dissemination</p> <ul style="list-style-type: none"> <li>– the extent to which the project will actively consult and cooperate with the local community and all necessary relevant stakeholders to engage and support the new nautical route and associated tourism products;</li> <li>– the extent to which the planned communication and marketing strategy are likely to raise potential visitors' awareness of the nautical route as a sustainable, high quality and safe destination and to attract more visitors;</li> <li>– the extent to which information and awareness raising activities regarding the project to relevant stakeholders and the general public is included.</li> </ul> <p>Sub-criterion 3.2 – sustainability</p> <ul style="list-style-type: none"> <li>– the extent to which the nautical route will be maintained after the project completion, including a mechanism for solid and sustainable cooperation among the different actors collaborating on the new nautical route;</li> <li>– the extent to which the project will develop a nautical route and associated tourism products that are environmentally sustainable;</li> <li>– the extent to which the project is likely to generate more jobs and/or income for the targeted coastal region(s) after the project completion;</li> </ul> <p><b>Sub-criterion 3.3 – transferability</b></p> <ul style="list-style-type: none"> <li>– the extent to which the concept and methodology proposed may be transferable/transferred to other coastal regions and the extent to which the proposal provides appropriate measures to facilitate the transferability of the project activities and results.</li> </ul>
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## 10. LEGAL COMMITMENTS<sup>38</sup>

In the event of a grant awarded by the EASME, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the coordinator as well as the procedure in view to formalise the obligations of the parties.

<sup>38</sup> Art. 121 FR, 174 RAP.

The 2 copies of the original agreement must be signed first by the beneficiary/coordinator and returned to the EASME immediately. The EASME will sign it last.

Please note that the award of a grant does not establish an entitlement for further support after the end of the project.

## **11. FINANCIAL PROVISIONS**

### **11.1. General principles**

#### a) Non-cumulative award<sup>39</sup>

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.<sup>40</sup>

#### b) Non-retroactivity<sup>41</sup>

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### c) Co-financing<sup>42</sup>

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's and affiliated entities' own resources,
- income generated by the action,
- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary.<sup>43</sup>

#### d) Balanced budget<sup>44</sup>

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<sup>39</sup> Art. 129 Financial Regulation.

<sup>40</sup> Art. 196.4 Rules of Application.

<sup>41</sup> Art. 130 Financial Regulation.

<sup>42</sup> Art. 125 Financial Regulation, 183 Rules of Application.

<sup>43</sup> Art. 127 Financial Regulation.

<sup>44</sup> Art. 196.2 Rules of Application.

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance. A model of a budget overview can be found in Annex of the application form.

The budget must be drawn up in euros.

Applicants who foresee that costs will not be incurred in euros, shall use the exchange rate published on the Infor-euro website available at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

e) Implementation contracts/sub-contracting<sup>45</sup>

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC<sup>46</sup> or contracting entities in the meaning of Directive 2004/17/EC<sup>47</sup> shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

The grant beneficiary has the possibility to award contracts to provide services or to assist in the implementation of certain limited activities.

The term “subcontracts” is applied to expenses paid by the beneficiary on the basis of:

- Contracts, and
- Invoices/request for reimbursement to external service providers who carry out certain tasks or assist in the implementation of certain limited activities for the project because the beneficiary lacks the resources or expertise to carry them out.

f) Financial support to third parties

Financial support to third parties is not an eligible expenditure.

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<sup>45</sup> Art. 137 Financial Regulation, 209 Rules of Application.

<sup>46</sup> Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

<sup>47</sup> Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

## 11.2. Form of funding<sup>48</sup>

Funding takes the form of mixed financing.

Mixed financing grants are calculated on the basis of a detailed estimated budget indicating clearly the costs that are eligible for EU funding. The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

### ➤ Maximum amount requested

The EU grant is limited to a maximum co-funding rate of **80% of eligible costs** actually incurred.

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the EU grant (see section 11.1c).

### ➤ Contributions in kind<sup>49</sup>

The external co-financing may be made up of contributions in kind in order to cover other costs necessary to carry out the project. Such contributions must not exceed:

- either the costs actually borne and duly supported by accounting documents;
- or, in the absence of such documents, the costs generally accepted on the market in question.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes.

In-kind contributions shall comply with national tax and social security rules.

### ➤ Eligible costs<sup>50</sup>

Eligible costs are costs actually incurred by the beneficiary of a grant which meet all the following criteria:

- a) they are incurred during the duration of the action, with the exception of costs relating to final reports;
- b) the period of eligibility of costs will be defined in the grant agreement. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).
- c) they are indicated in the estimated budget of the action;

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<sup>48</sup> Art. 123 Financial Regulation, 181 Rules of Application.

<sup>49</sup> Art. 127 Financial Regulation.

<sup>50</sup> Art. 126 Financial Regulation.

- d) they are necessary for the implementation of the action;
- e) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- f) they comply with the requirements of applicable tax and social legislation;
- g) they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

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 same criteria apply to the affiliated entities.

### **Eligible direct costs**

The eligible direct costs for the action are those costs which, **with due regard for 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:

- the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used. For the calculation of costs of personnel, the calculation sheet is provided in the annex VI of the model grant agreement;
- costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- subsistence allowances (for meetings, including kick-off meetings where applicable, conferences etc.) provided that these costs are in line with the beneficiary's usual practices;
- costs of travel (for meetings, including kick-off meetings where applicable, conferences etc.), provided that these costs are in line with the beneficiary's usual practices on travel;
- depreciation cost of equipment (new or second-hand): only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account;

- costs entailed by subcontracting awarded by the beneficiaries for the purposes of carrying out the action/project, provided that the conditions laid down in the grant agreement are met;
- costs arising directly from requirements linked to the implementation of the action/project (dissemination of information, specific evaluation of the action, translations, reproduction);
- contributions in-kind: if necessary to implement the action, the beneficiaries may use in-kind contributions provided by third parties whether against payment or free of charge. If the in-kind contribution is provided against payment, the beneficiaries may declare costs related to the payment of in-kind contributions as eligible, up to the third parties' costs for the seconded persons, contributed equipment, infrastructure or other assets or other contributed goods and services. If the in-kind contribution is provided free of charge, the beneficiaries may declare costs incurred by the third parties for the seconded persons, contributed equipment, infrastructure or other assets or other contributed goods and services as eligible. The third parties and their contributions must be set out in Annex 1. The beneficiaries must ensure that the Agency, the European Court of Auditors (ECA) and the European Anti-Fraud Office (OLAF) can exercise their rights.
- value added tax (VAT) in relation to eligible direct costs where it is not recoverable/deductible by the beneficiary.

N.B. Applicants must foresee in the budget proposal the participation of maximum two representatives of the consortium (including at least one representative of the coordinating organisation) to two project meetings organised at EU level during the project lifetime.

### **Eligible indirect costs (overheads)**

- A flat-rate amount of 7% of the total 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.
- Indirect costs may not include costs entered under another budget heading.

#### **➤ Ineligible costs**

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers charged by the bank of a beneficiary;

- costs declared by a beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- excessive or reckless expenditure;
- deductible VAT (N.B. VAT is eligible where provided by the relevant articles of the FR<sup>51</sup>).

#### ➤ **Calculation of the final grant amount**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents<sup>52</sup>, including relevant supporting documents where appropriate:

- a final report providing details of the implementation and results of the action;
- a final financial statement of costs actually incurred;
- where applicable, a certificate on the financial statements of the action for each beneficiary.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of the receipts over the eligible costs incurred by the beneficiary**, when the request is made for payment of the balance. In this respect, where a profit is made, the EASME shall be entitled to recover the percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

### 11.3. **Payment arrangements**<sup>53</sup>

#### 11.3.1. ***Pre-financing payment***

A pre-financing payment<sup>54</sup> corresponding to 40% of the maximum grant amount will be transferred to the coordinator within 30<sup>55</sup> days from the date when the last of the two parties signs the grant agreement or from the date stipulated in the grant agreement.

#### 11.3.2. ***Interim payment***

An interim payment<sup>56</sup> of maximum 40% of the grant amount will be made within 60 days of receipt and approval by the EASME of an interim report on the project implementation including a financial statement and payment claim.

The total amount of pre-financing and interim payment shall not exceed 80% of the grant amount.

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<sup>51</sup> Art. 126(3)(c) of the FR

<sup>52</sup> Art. 135 FR

<sup>53</sup> Art. 90, 135 Financial Regulation, 207 Rules of Application.

<sup>54</sup> Art. 109, 110 RAP

<sup>55</sup> Art. 92 FR

<sup>56</sup> Art. 207.1 RAP

### **11.3.3. Final payment**

A balance payment will be made within 60 days of receipt and approval by the EASME of the final report on the project implementation including a final technical report, a final financial statement and a payment claim, as well as all other supporting documents that may be requested in accordance with the grant agreement.

The amount of the final payment to be made to the beneficiary will be established on the basis of the calculation of the final grant amount. If the total of earlier payments received is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess through a recovery order<sup>57</sup>.

### **11.4. Pre-financing guarantee<sup>58</sup>**

In the event that the beneficiary is a private entity and its financial capacity is not sufficient, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment. This is not necessary where the amount of the pre-financing is up to EUR 60.000 included.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is cleared as the payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

### **11.5. Reporting requirements**

#### **➤ Reporting periods**

The coordinator shall submit the following reports to the EASME:

- 1 or 2 technical progress reports (depending on the project duration);
- 1 interim technical implementation report and interim financial statement;
- 1 final technical implementation report and final financial statement.

**Progress reports** shall cover the following periods:

- For projects of up to 18 months included: one progress report covering the period from month 1 to month 6 included;
- For projects of more than 18 months: a first progress report covering the period from month 1 to month 6 included; a second progress report covering the period from month 13 to month 18 included.

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<sup>57</sup> Art. 109, 110 RAP

<sup>58</sup> Art. 134 Financial Regulation, 206 Rules of Application.



The **interim report** is due within 60 days of the end of the 12<sup>th</sup> month of project implementation.

The **final report** is due within 60 days of the end of the project.

### ➤ **Reporting format**

Progress reports shall be submitted to the EASME in electronic format. They shall explain the progress made on the milestones provided for by the grant agreement. Progress reports are requested for project monitoring purposes and do not result in any payment. Deliverables due for the corresponding period shall be submitted with the progress reports.

The interim and final reports are to be sent to the EASME both electronically as well as in paper form.

The interim report shall detail the work progress and achievements as well as assessment of the budget implementation during the reporting period, the outputs delivered, and provide a forecast for the second year of implementation. Deliverables due for the corresponding period should be submitted with the interim report.

The final report shall include an executive summary and shall detail all the actions done, the outputs delivered and the final results achieved. All final deliverables should be submitted with the final report.

Reports must be submitted by the coordinator in English, using the available reporting templates.

In case deliverables are not available in English, the applicant should provide a short summary in English (max. 2 pages) together with the corresponding deliverable.

## **12. PUBLICITY**

### **12.1. By the beneficiary**

The Beneficiary and its affiliated entities must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, the beneficiary and its affiliated entities are required to give prominence to the name and emblem of the European Commission and EASME on all their publications, posters, programmes and other products realised under the co-financed project.

If this requirement is not fully complied with, the grant may be reduced in accordance with the provisions of the grant agreement.

## 12.2. By the EASME

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The EASME will publish the following information:

- name of the beneficiary
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>59</sup> if he/she is domiciled within EU or equivalent if domiciled outside EU,
- subject of the grant,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## 13. DATA PROTECTION

The reply to any call involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call and will be processed solely for that purpose by EASME. Details concerning the processing of personal data are available on the privacy statement at: <http://ec.europa.eu/easme/sites/easme-site/files/privacy-statement-calls-EASME.pdf>

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Early Detection and Exclusion System (EDES)<sup>60</sup> by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on:

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<sup>59</sup> European Union Official Journal L 39, of 10 February 2007.

<sup>60</sup> Art 108 of Regulation 2015/1929 of the European Parliament and of the Council amending Regulation n°966/2012 on the financial rules applicable to the general budget of the Union, OJ L 286 of 30.10.2015, p.1.

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

or

- Article 108 of the Financial Regulation establishing the Early Detection and Exclusion System (EDES)<sup>61</sup> (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)).

## **14. PROCEDURE FOR ADMINISTRATIVE REVIEW**

### **14.1. Evaluation Review procedure**

Unsuccessful applicants may request the review of the evaluation procedure of their proposals within one month after the dispatch of the communication to the applicants of the evaluation results. In case of proposals submitted on behalf of a consortium of applicants, the request must be raised by the coordinator.

The scope of the review will be limited to procedural aspects of the evaluation which includes procedural errors, factual errors, and manifest errors of assessment of the evaluation.

An internal Review Committee will be convened to examine each case. It is out of the scope of the Committee to review the merits of the proposal. The role of the Committee is also not to call into question the judgement of appropriately qualified experts and therefore it does not cover assessment by these experts with relation to the evaluation criteria.

The Committee provides specialist opinions on the implementation of the evaluation process on the basis of all the available information related to the proposal and its evaluation in the form of a report with recommendations on line of action for each request. In the light of its review, the Committee will recommend a course of action to the responsible authorising officer. Three recommendations are foreseen: (i) that the complaint is rejected as unfounded; (ii) that the complaint is upheld but the problem concerned did not jeopardise the decision whether or not to fund the proposal; (iii) that the complaint is upheld and a re-evaluation is recommended.

In all cases, a reply will be sent to the applicant within two weeks (ten working days) of the date of reception of the request for review. The Committee shall inform the applicant about the result of the evaluation review at the latest 2 months after the meeting of the Committee

### **14.2. Admissibility and Eligibility Review procedure**

Any unsuccessful applicant may request a review within 30 days from the date of the rejection letter by the Agency. The rejection letter shall indicate the means for submission of the request for review.

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<sup>61</sup> Art 108 of Regulation 2015/1929 of the European Parliament and of the Council amending Regulation n°966/2012 on the financial rules applicable to the general budget of the Union, OJ L 286 of 30.10.2015, p.1.

Complaints on failed submission proposals due to an online submission system fault have to be submitted through the IT Helpdesk within 4 calendar days from the call closure date.

The scope of the review will be limited to assess the fulfilment of either admissibility or eligibility criteria as laid down in the call for proposals.

An internal Admissibility and Eligibility Review Committee will be convened to examine each case. The Committee provides specialist opinions in the form of a report with recommendations on line of action for each request. In the light of its review, the Committee will recommend a course of action to the responsible authorising officer. Three recommendations are foreseen: (i) that the complaint is not eligible for admissibility/eligibility review; (ii) that the complaint is rejected as unfounded; (iii) that the complaint is founded, which may lead to the evaluation of the proposals/the participation in the action.

## **15. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

The proposal must be submitted in accordance with the formal requirements and by the deadline set out in section 3.1.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the EASME may contact the applicant for this purpose during the evaluation process<sup>62</sup>.

Applicants will be informed in writing about the result of the selection process<sup>63</sup>.

The application form, annexes and relevant documents can be found at:

<https://ec.europa.eu/easme/en/european-maritime-and-fisheries-fund>

### ➤ **Submission on paper**

Applicants are requested to send their complete application according to the procedure below.

The application must contain the following documents:

1. Grant application form (including declarations of honour);
2. Estimated budget of the action (budget form);
3. Information on the applicants:
  - supporting documents as specified in section 8.1.
  - a Legal Entity Form and supporting documents as specified in section 6.2 for all participants and affiliated entities
  - a Financial Identification Form (only by the coordinator of the consortium)

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<sup>62</sup> Art. 96 Financial Regulation.

The paper version of the application will legally constitute the application. The paper version must include the completed grant application form including the declarations of honour (see point 1 above) and the estimated budget of the action (see point 2 above). The documents providing further information on the applicants (see point 3 above) shall be provided only in electronic format at application stage; a paper version of these documents may be requested later in the award process.

The application shall be submitted using the correct forms and shall be duly completed, dated, showing a balanced budget (revenue/expenditure), submitted in **1 original copy**, signed by the person authorised to enter into legally binding commitments on behalf of the coordinating applicant organisation. Before submission, please make sure to carefully check the last page of the application form, which provides the checklist of all documents to be submitted with the application.

The envelope of the paper version must clearly state the reference of the Call (EASME/EMFF/1.2.1.12 – Nautical Routes for Europe). It must be submitted in a sealed envelope and must be either<sup>64</sup>:

- sent **by registered mail**, posted or dispatched no later than **15/3/2017** to the address indicated below:

European Commission  
EASME  
Ref.: EASME/EMFF/1.2.1.12 – Nautical Routes for Europe  
Unit A3 – EMFF  
Madou  
Place Madou, 1  
B-1210 - Saint-Josse-Ten-Noode, Brussels

In this case, the evidence of the date of dispatch shall be constituted by the postmark.

- **delivered by hand** (by the applicant in person or by an agent), or sent **by courier service/express mail**, posted or dispatched no later than **15 March 2017 at 16.00, Brussels time** to the address indicated below:

European Commission  
EASME  
Mail Service  
Ref. EASME/EMFF/1.2.1.12 – Nautical Routes for Europe  
Avenue du Bourget 1  
B-1140 Brussels

In case of submission by courier service, the evidence of the date of dispatch shall be constituted by the date of dispatch on the deposit slip.

In case of hand delivery by the applicant, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail

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<sup>63</sup> Art. 133 Financial Regulation, 205 Rules of Application.

<sup>64</sup> Art. 195.3 Rules of Application.

department who takes delivery. The department is open from 08.00 to 17.00 from Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

Applications sent by fax or e-mail will not be accepted.

➤ **Electronic copy**

In addition to the submission on paper, the applicant is requested to submit an electronic copy of the proposal (i.e. the grant application including the declarations of honour and the estimated budget) and all its annexes (see point 3 above) on a CD-ROM or USB-stick in the same envelope as the paper version.

➤ **Contacts**

Requests for further information shall be sent **exclusively** by e-mail to [EASME-EMFF-calls@ec.europa.eu](mailto:EASME-EMFF-calls@ec.europa.eu) indicating as subject title "2016/1.2.1.12 - Nautical Routes for Europe".

Such questions, together with their answers, if of a general interest, will be published at:

<https://ec.europa.eu/easme/en/european-maritime-and-fisheries-fund>

In addition, important information for the applicants may, if need be, be published on this website. Applicants are thus strongly recommended to consult this website regularly.

➤ **Annexes to this Call for Proposals**

- Application form<sup>65</sup> (with checklist of documents to be provided)
- Financial capacity table
- Model Grant Agreement for multi-beneficiary projects including:
  - Special Conditions
  - General Conditions (hereinafter referred to as “the General Conditions”) (Annex II to the GA)
  - Mandate (Annex IV to the GA)
- Estimated budget of the action (Annex III to the GA)

➤ **Templates to be downloaded and completed:**

- Legal entity form

All applicants (Coordinator and partner(s)) must fill in the "Legal entity form" available at the following address:

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<sup>65</sup> The application will become Annex I of the Grant Agreement once approved by the contracting authority.

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

- Financial identification form

The "Financial identification form" available at the following address shall be completed **only by the coordinator of the consortium**:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

➤ **Templates to be downloaded and used during project implementation:**

- Model technical reports (Annex V to the GA): progress report, interim report and final report
- Model financial statement (Annex VI to the GA) and model terms of reference for the certificate on the financial statements (Annex VII to the GA)
- Model Report on the Distribution of the EU Final Financial Contribution (Annex IX to the GA)
- Model for external audit certificate
- Form for calculation of staff costs

These templates can be downloaded by applicants for reference at the following address:

<https://ec.europa.eu/easme/en/european-maritime-and-fisheries-fund>

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