



European
Commission

EASME

Executive Agency for Small and Medium-sized Enterprises

How to Apply Tips for your proposal



Charlotte JAGOT (EASME, A3 – EMFF)

Launch of the Blue Growth Calls under EMFF

05th April 2016 - Brussels

Executive
Agency for
SMEs

#bluegrowth

ADMISSIBILITY CRITERIA



- **Submission on paper by the deadline in EU language:**
 - 31st May 2016 (Blue careers and Blue labs)
 - 30th September 2016 (Blue technology)
 - In the same sealed envelope : **electronic copy** (USB or CDROM)
 - Submission in English is strongly recommended to facilitate and speed up the evaluation

Failure to comply with these requirements will lead to rejection of proposal without being further examined

EXCLUSION CRITERIA



- **Objective:**

Make sure no EU financial assistance is granted to applicants in situation of bankruptcy, fraud, illegal activities, professional misconduct etc. (see section 7 of call text)

- **How to comply?**

- Applicants (including affiliated entities) must submit a declaration of honour
- Other supporting documents may be asked and have to be provided upon request



FINANCIAL CAPACITY



- **Objective:**

Make sure the applicant has sufficient and stable financial resources throughout the action

- **How to comply?***

- Financial capacity table
- Supporting documents:
 - ✓ balance sheet and
 - ✓ profit and loss accounts
 - ✓ for the last 2 years

**not required for public bodies or International Organisations – only declaration of honour*



OPERATIONAL CAPACITY

- **Objective:**

Make sure the applicant has the professional competencies, qualifications and experience to perform the action

- **How to comply?**

Operational capacity table in Application form (annex 1a):

- ✓ profile of key people +
- ✓ list of up to 3 most relevant experiences per applicant



CO-FINANCING

- Non-profit rule – a key principle for grants
- Co-financing: max 80% of eligible costs

ELIGIBLE COSTS

- List and description of eligible costs (direct and indirect costs):
 - ✓ Call text (section 11 Financial provisions)
 - ✓ Grant agreement (General Conditions and Special Conditions)

Before you apply...



Get familiar with core documents to prepare your application:

- 1) **Call text** (all sections are important)
- 2) **Application form + Financial capacity table**
- 3) **Estimated budget**

Model grant agreement and its annexes:

- **Special conditions:** adapted to the requirements of the specific call
- **General conditions:** common to all grants funded by the EU budget

After the evaluation phase:

- **Grant agreement preparation and implementation of project:** report templates on the website: <https://ec.europa.eu/easme/en/emff-managing-grant>



- ☺ **Have the right partners for a good consortium:**
 - ✓ Avoid “sleeping” partners without real contribution
 - ✓ Look for the right expertise to realise the project objectives
 - ✓ The size of projects and of consortia should be the result of the intended project objectives and not the other way round!

- ☺ **Make the reading of an evaluator easy:**
 - ✓ Use simple and clear language
 - ✓ Be concise and to the point

- ☺ **Have your proposal proofread by a ‘neutral’ person**



😊 Pay attention to the **description of the action** – section 3 of application form

- ✓ Clearly present how your project will make the difference
- ✓ Use award criteria (and sub-criteria) to guide you
- ✓ Clearly present management structures
- ✓ Clearly explain/justify the project budget (detail major cost items and subcontracts)
- ✓ Address dissemination and communication aspects well
- ✓ Check/link the project with relevant ongoing or finished EU/other projects

BEWARE of page limits !!!

Before you submit...



- ☺ **Make sure to comply with all eligibility criteria**
- ☺ **Make sure all sections of application form + financial capacity table + estimated budget are completed**
- ☺ **Declaration of honour is included for coordinator + all partners**
- ☺ **Make sure all supporting documents are included, dated and signed**
- ☺ **USE THE CHECKLIST in the APPLICATION FORM**
- ☺ **Ask your questions and check the FAQs for your call on our website: <https://ec.europa.eu/easme/en/funding-opportunities>**

Main steps after submission



- **After deadline for submission – evaluation starts**
- **Opening committee** checks admissibility
- **Evaluation committee** performs eligibility, exclusion, selection and award criteria checks
- **Evaluation report** with ranking of proposals and **award decision**
- **Notification of applicants:** max 6 months after Call deadline
- **Grant agreement preparation + mandates** of all partners
- **Signature of grant agreement** by last party: max 3 months after notification



EASME

Executive Agency for Small and Medium-sized Enterprises



**THANK YOU
FOR YOUR ATTENTION**



ANY QUESTIONS?



#bluegrowth