



# Pilot Projects and Preparatory Actions (PPPA)

## Call for proposals

Saving our Seas – Reducing the danger of munitions dumped in  
European seas  
(PPPA-2024-MUNITIONS)

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## EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCY (CINEA)

CINEA.D - Natural resources, climate, sustainable blue economy and clean energy  
**D.3 - Sustainable Blue Economy**

### CALL FOR PROPOSALS

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of Natural Resources and Environment.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))

The call is launched in accordance with the Financing Decision<sup>1</sup> and will be managed by the **Climate, Infrastructure and Environment Executive Agency (CINEA)** ('Agency').

The call covers the following **topic**:

- **PPPA-2024-MUNITIONS — Reducing the danger of munitions dumped in European seas**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for financial and operational capacity and exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - legal and financial set-up of the Grant Agreements (section 10)
  - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the [AGA — Annotated Grant Agreement](#) contains:

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<sup>1</sup> COMMISSION DECISION on the financing of the pilot project "Saving our Seas – Reducing the danger of munitions dumped in European seas" and the adoption of the work programme for 2024 C(2024)3915 of 17/06/2024.

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

## 1. Background

### *Overview*

A large quantity of chemical and explosive munitions is currently dumped in EU sea basins. This situation raises environmental concerns as, with the passage of time, the corrosion of munition casings due to mechanical and chemical processes results in the release of chemicals contained in the munitions. The variations associated with different mechanical and chemical processes (such as water depth, temperature and the depth of buried objects) that affect the rate of release of chemical agents from their casings, results in difficult and inexact modelling of risk of release into seawater.

Several studies point to the significant environmental damage that is expected to manifest itself over the next years with long lasting consequences, due to chemical leakage from these munitions. The tipping point has already been reached, since many of the munitions, after nearly a century underwater, are already significantly corroded.

In addition to the evident environmental implications, submerged munitions also affect the development of the sustainable blue economy, for example by impeding the construction of offshore renewable energy sites. While posing physical danger, for example to fishing vessels such as trawlers and their crew, underwater munitions also pose significant danger of contamination, for example of aquaculture sites, due to the accidental release of chemicals. The increasing need to utilise the seafloor (e.g., for offshore wind farms, undersea cables, pipelines, fisheries trawling operations, etc.) heightens such risks, due to the increased probability of encountering sea-dumped munitions.

Furthermore, the Russian aggression against Ukraine is increasing the quantity of munitions in the Black and Azov seas. There is therefore a need to develop the technologies and methods to deal effectively, efficiently and safely with the legacy of dumped munitions as well as to ensure the tools are available to deal with munitions dumped in the sea basins around the EU, in the context of the ongoing war.

The Baltic Sea is an ideal sea basin for testing new and improved technologies and methodologies: it holds large amounts of dumped munitions, it is sufficiently shallow, and sea conditions and visibility are favourable for such testing and development activities. The results and optimised solutions will be transferred to other sea basins.

### *EU policy context*

In January 2021, the European Commission launched an external study<sup>2</sup>, under the European Maritime and Fisheries Fund, to gather knowledge on the mapping of underwater unexploded munitions, streamline best practices for accidental encounters with dumped munitions, and to address relevant environmental concerns. The study pointed out that the problem is particularly acute in the Baltic Sea, which was heavily mined during World War I (WWI) and World War II (WWII). The Baltic Sea was also the dumping site for aborted and accomplished missions, after these Wars.

In September 2023, the European Commission organised the “Our Baltic Conference

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<sup>2</sup> <https://op.europa.eu/en/publication-detail/-/publication/cd376452-c69c-11ec-b6f4-01aa75ed71a1/language-en/format-PDF/source-256653837>

2.0<sup>3</sup> during which, Ministers from the Member States around the Baltic Sea undertook commitments to:

- Tackle the issue of hazardous submerged munitions in the Baltic Sea;
- close the knowledge gaps and share technological knowledge, experience and monitoring of progress;
- work towards a comprehensive mapping of submerged munitions and appropriate associated risk assessments, in line with the best environmental practices and principles;
- cooperate towards establishing priority areas for further coordinated actions related to submerged munitions in the Baltic Sea, making use of information available from both civil and military sources where possible; and
- explore financing options, including EU means and funding.

#### *Recent EU initiatives*

The EU has supported several projects to tackle underwater munitions, including under the Interreg, European Maritime and Fisheries Fund, and Horizon Europe programmes<sup>4</sup>.

More recently, a call for proposals was launched in June 2023 under the Horizon Europe Programme for projects to Identify, inspect and neutralise Unexploded Ordnance (UXO) at sea<sup>5</sup>. The call aimed to support action to improve civilian capabilities on:

- a. Enabling existing knowledge and comparative analysis of legislation, roles and responsibilities in Member States.
- b. Detecting UXO on and below the marine sediment/seabed.
- c. Identifying, classifying, assessing.
- d. Inspecting and handling.
- e. Neutralising and disposing.

The call for proposals closed in November 2023 and one project was selected for award. This project is expected to start in Q3 2024.

A second call for proposals was launched in September 2023 under the European Maritime, Fisheries and Aquaculture Fund on Regional flagship projects supporting a sustainable blue economy in EU sea basins – submerged munitions in the Baltic Sea<sup>6</sup>. The call aimed to support action on:

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<sup>3</sup> [https://oceans-and-fisheries.ec.europa.eu/our-baltic-conference\\_en](https://oceans-and-fisheries.ec.europa.eu/our-baltic-conference_en)

<sup>4</sup> Examples include the following EU-funded projects: [BASTA](#), [ExploTECT](#), [Daimon](#), [REMARCO](#), [MUNIMAP](#), [Viking-link UXO risk mitigation](#)

<sup>5</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/horizon-cl3-2023-bm-01-02>

<sup>6</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/emfaf-2023-pia-flagship-munition?order=DESC&pageNumber=1&pageSize=50&sortBy=startDate&status=31094501,31094502,31094503&programmePeriod=2021%20-%202027&frameworkProgramme=43392145>

- a. Gathering and analysing existing, available data from all relevant sources and databases on submerged munitions, and their impacts on the environment and other maritime activities.
- b. Filling gaps in the available data.
- c. Identifying and proposing a list of relevant factors for the establishment of priority sites where submerged munitions should be addressed.
- d. Encouraging data sharing and best practice sharing among relevant entities in the Baltic Sea region dealing with the issue of submerged munitions.
- e. Awareness raising on the risks and impacts of submerged munitions dumped at sea.

The call for proposals closed in January 2024 and one project was selected for award. The project is expected to start in Q3 2024.

#### *Purpose of the present call*

This call for proposals aims to optimise technologies and methods to tackle submerged munitions in European sea basins by building on and complementing existing successful projects, and cooperating with ongoing initiatives, such as those mentioned above.

In particular, the call aims to contribute to fulfilling the political commitments made at the Our Baltic Conference 2.0. To do so, the activities of this call should concentrate on the Baltic Sea for the testing of outputs that can then be applied to other sea basins around the EU.

## **2. Objectives – Themes and priorities – Activities that can be funded – Expected impact**

### Objectives

This call for proposals aims to:

- i. Develop the most environmentally friendly, comprehensive and efficient technologies and methods for the removal, disposal and/or neutralisation of munitions dumped at sea including by developing new technologies and methods and/or improving existing ones, such as those developed under other EU-funded projects.
- ii. Test the new and/or improved technologies and methods in real (non-wartime) conditions, with a focus on the areas of the Baltic Sea that have been identified as priority areas for action, taking into account the results of prioritisation exercises carried out by other projects and initiatives.
- iii. Support increased and timely access by stakeholders to the most appropriate technologies, methods, and personnel for clean-up of submerged munitions in sea basins around the EU.
- iv. Support the transfer of technologies and methods to other sea basins around the EU, including the Black Sea and Azov Sea.

### Themes and priorities (scope)

This topic focuses on developing new technologies and methodologies and/or improving existing ones used to remove/neutralise/dispose of submerged munitions. Improvements should relate to their efficiency, effectiveness, safety and environmental impact.

It further covers improvements to the availability and accessibility of technologies, methods, support and personnel for carrying out actions on submerged munitions in sea basins around the EU.

In addition, it prioritises concrete action to test and demonstrate technologies and methods in identified munitions hotspots in the Baltic Sea, which can then be transferred to other sea basins around the EU.

A further priority is the transfer of the solutions developed to other European sea basins, and particularly to address the consequences of Russian aggression in the Black Sea and Azov Sea.

### Activities that can be funded (scope)

The successful project should carry out as many as possible of the following activities (NB: this list is non-exhaustive):

- Carry out an evaluation of the effectiveness and impacts (e.g. environmental) of existing technologies and methodologies used to remove/neutralise/dispose of submerged munitions, including those developed by EU co-funded actions for civilian maritime security, where relevant.
- Based on the above evaluation, determine gaps and/or possible improvements that will increase their effectiveness, efficiency and safety and mitigate any negative impacts on the environment from their use in operations.
- Develop new technologies and methodologies and/or upgrades to existing ones to remove/neutralise/dispose of submerged munitions.
- Advance, develop and test at sea, in non-wartime conditions, the new/improved technologies and methods.
- Remove/neutralise/dispose of submerged munitions to carry out a full test of the new/improved technologies and methods in real conditions.
- Measurement of the impact of the improvements made on the performance of the technologies and methods.
- Activities to foster knowledge sharing and cooperation with other relevant EU projects and initiatives.
- Develop tools and guidance, including at least best practices, recommendations and solutions, to address the problem of submerged munitions in other European sea basins.
- Specific activities to support the transfer of technology, specific tools and methods to the Black and Azov Seas to eradicate submerged munitions deployed/dumped in the context of the Russian aggression against Ukraine.
- Develop a platform or other means to facilitate access to the best available technologies, methodologies, training and personnel for munitions clearance



operations.

- Activities to disseminate the project results to wider stakeholders in sea basins around the EU.

### Expected impact

Applicants will describe in their proposal the concrete and measurable results within the duration of the project and their expected impact, including indicators for the monitoring and measurement of progress.

The project is expected to achieve the following results and impacts to the maximum extent possible in line with the proposed activities:

- Provide a comprehensive overview of the equipment, technologies, and methodologies in use and under development, for detecting, assessing, removing and neutralising submerged munitions.
- Provide a comparison of the characteristics of such equipment, technologies and methodologies to assess their suitability for use in sea basins around the EU, following initial testing in identified priority locations in the Baltic Sea.
- Development, through improvement of existing technologies and methods, of the most environmentally friendly, comprehensive and efficient technologies and methods for the removal, disposal and/or neutralisation of munitions dumped at sea.
- Easier access by stakeholders to information on the number, range, relative advantages and costs of purchase and operation of relevant equipment and technologies.
- Faster and easier access by stakeholders to technologies, tools, methods, guidance and trained personnel for munitions interventions in the European sea basins.
- Strengthened coordination and engagement of stakeholders in European sea basins on raising awareness, sharing best practices and techniques and joint development of equipment, technologies and solutions.
- Strengthened cooperation between European sea basins on dealing with submerged munitions, including sharing technologies, tools and methods.

### **3. Available budget**

The estimated available call budget is **EUR 5 590 000**.

We expect to fund 1 project.

We reserve the right not to award all available funds, depending on the proposals received and the results of the evaluation.

### **4. Timetable and deadlines**

Timetable and deadlines (indicative)	
Call opening:	25 June 2024

Deadline for submission:	<u>21 November 2024 – 17:00:00 CET</u> (Brussels)
Evaluation:	November-December 2024
Information on evaluation results:	December-January 2025
GA signature:	February/March 2025

## 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **mandatory annexes and supporting documents** (*templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
  - detailed budget table
  - CVs of core project team: not applicable
  - activity reports of last year: not applicable
  - list of previous projects: not applicable


Please note that the amounts entered in the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **60 pages** (Part B). Evaluators will not consider any additional pages. Shorter proposals are welcome.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

### *Eligible participants (eligible countries)*

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs))
  - Ukraine

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

### *Specific cases*


Exceptional funding — Entities from other countries (not listed above) are exceptionally eligible if the granting authority considers their participation essential for the implementation of the action.

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>7</sup>.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>8</sup>.  Please note that if

<sup>7</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>8</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*<sup>9</sup>). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

**i** For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Consortium composition

Proposals must be submitted by a consortium of at least 3 applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- minimum 3 independent entities from 3 different eligible countries

The participation of relevant private sector entities (*e.g.*, from offshore industries, marine technology companies), research institutes, and public authorities is encouraged.

### Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*).

Financial support to third parties is not allowed.

### Geographic location (target countries)

The main activities included in proposals must be carried out in EU sea basins. Activities to test technologies and methods should focus on the Baltic Sea. Activities to support transfer of results, sharing of best practices and awareness raising may extend to non-EU countries.

### Duration

Projects should normally range between 36 and 48 months.

Extensions are possible, if duly justified and through an amendment.

### Project budget

Project budgets (maximum grant amount) are expected to be maximum EUR 5 590 000 per project.

This does not however preclude the submission/selection of proposals requesting lower amounts. The grant awarded may be lower than the amount requested.

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<sup>9</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

### Ethics

Projects must comply with:

- highest ethical standards and
- applicable EU, international and national law.

Projects involving ethics issues will have to undergo an ethics review to authorise funding and may be made subject to specific ethics rules (which become part of the Grant Agreement in the form of ethics deliverables, *e.g. ethics committee opinions/notifications/authorisations required under national or EU law*).

### Security

Projects involving EU classified information must undergo security scrutiny to authorise funding and may be made subject to specific security rules (detailed in a security aspects letter (SAL) which is annexed to the Grant Agreement).

These rules (governed by Decision [2015/444](#)<sup>10</sup> and its implementing rules and/or national rules) provide for instance that:

- projects involving information classified TRES SECRET UE/EU TOP SECRET (or equivalent) can NOT be funded
- classified information must be marked in accordance with the applicable security instructions in the SAL
- information with classification levels CONFIDENTIEL UE/EU CONFIDENTIAL or above (and RESTREINT UE/ EU RESTRICTED, if required by national rules) may be:
  - created or accessed only on premises with facility security clearance (FSC) from the competent national security authority (NSA), in accordance with the national rules
  - handled only in a secured area accredited by the competent NSA
  - accessed and handled only by persons with valid personnel security clearance (PSC) and a need-to-know
- at the end of the grant, the classified information must either be returned or continue to be protected in accordance with the applicable rules
- action tasks involving EU classified information (EUCI) may be subcontracted only with prior written approval from the granting authority and only to entities established in an EU Member State or in a non-EU country with a security of information agreement with the EU (or an administrative arrangement with the Commission)
- disclosure of EUCI to third parties is subject to prior written approval from the granting authority.

Please note that, depending on the type of activity, facility security clearance may have to be provided before grant signature. The granting authority will assess the need for clearance in each case and will establish their delivery date during grant preparation. Please note that in no circumstances can we sign any grant agreement until at least one of the beneficiaries in a consortium has facility security clearance.

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<sup>10</sup> See Commission Decision 2015/444/EU, Euratom of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

Further security recommendations may be added to the Grant Agreement in the form of security deliverables (*e.g. create security advisory group, limit level of detail, use fake scenario, exclude use of classified information, etc*).

Beneficiaries must ensure that their projects are not subject to national/third-country security requirements that could affect implementation or put into question the award of the grant (*e.g. technology restrictions, national security classification, etc*). The granting authority must be notified immediately of any potential security issues.

## 7. Financial and operational capacity and exclusion

### Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
  - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
  - prefinancing paid in instalments
  - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
  - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>11</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>12</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation,

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<sup>11</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>12</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

decision making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that<sup>13</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).


An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.
- 2) If this does not allow to determine the priority, a further prioritisation can be done by considering the creation of positive synergies between EU-funded projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (*see also [Funding & Tenders Portal Terms and Conditions](#)*). Please also be aware that for complaints submitted electronically, there may be character limitations.

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<sup>13</sup> See Article 141 EU Financial Regulation [2018/1046](#).



## 9. Award criteria

The **award criteria** for this call are as follows:

### 1. Relevance (10 points):

- Clarity and consistency of the action
- Objectives and extent to which they match the themes and priorities and objectives of the call
- Contribution to the EU strategic and legislative context
- Extent to which the action builds on other relevant initiatives and EU-funded actions, including technologies developed under EU projects
- European/trans-national dimension
- Impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries; potential to develop mutual trust/cross-border cooperation

### 2. Quality (10 points):

- Logical links between the identified problems, needs and solutions proposed (logical frame concept)
- Quality of the consortium and project teams
- Appropriate procedures and problem-solving mechanisms for cooperating within the project teams and consortium
- Methodology for implementing the project (concept and methodology, organisation of the work (procedures and allocation of resources), management, involvement of subcontractors, timetable, risks and risk management, monitoring and evaluation)
- Cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money)

### 3. Impact (10 points):

- Ambition and expected long-term impact of results on target groups/general public
- Appropriate dissemination strategy
- Possibility to use the results in other European sea basins
- Sustainability of results after EU funding ends

Award criteria	Minimum pass score	Maximum score
Relevance	6	10
Quality	6	10
Impact	6	10
<b>Overall (pass) scores</b>	<b>21</b>	<b>30</b>

Maximum points: 30 points.

Individual thresholds per criterion: 6/10, 6/10 and 6/10 points.

Overall threshold: 21 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

## **10. Legal and financial set-up of the Grant Agreements**

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

### Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

### Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): *see section 6 above*.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the

*budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**80%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

### Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

*Budget categories for this call:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
  - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
  - D.1 Financial support to third parties
- E. Indirect costs

*Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost<sup>14</sup>: Yes
  - volunteers unit cost<sup>15</sup>: No
- travel and subsistence unit cost<sup>16</sup>: -Yes
- equipment costs: depreciation
- other cost categories:
  - costs for financial support to third parties: not allowed

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<sup>14</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

<sup>15</sup> Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

<sup>16</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
  - kick-off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
  - other ineligible costs: see article 6.3 in the GA

### Reporting and payment arrangements


The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **40%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be one or more **interim payments** (with detailed cost reporting)

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement (*art 23*).

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
  - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes

### Other specificities

n/a

### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

 For more information, see [AGA — Annotated Grant Agreement](#).

## **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal

Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- Q+As on the Topic page (for call-specific questions in open calls; not applicable

for actions by invitation)

- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

#### *Contact*

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [CINEA-EMFAF-CALLS@ec.europa.eu](mailto:CINEA-EMFAF-CALLS@ec.europa.eu)

Please clearly indicate the reference of the call and topic to which your question relates (*see cover page*).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.



- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants. If you would like to nonetheless benefit from different EU funding opportunities, projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (*see [AGA — Annotated Grant Agreement, art 6.2.E](#)*).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).  
Organisations may participate in several proposals.  
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).