



Single Market Programme (SMP COSME)

Call for proposals

SME friendly training for Central Purchasing Bodies (CPBs)
(SMP-COSME-2021-TSMFRIEND)

Version 1.0
23 February 2022



HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	23.02.2022	Initial version (new MFF).	



EUROPEAN INNOVATION COUNCIL AND SMEs EXECUTIVE AGENCY (EISMEA)

EISMEA.I – Innovation ecosystems, SMP / Entrepreneurship and Consumers
I02 – SMP / COSME Pillar

CALL FOR PROPOSALS

TABLE OF CONTENTS

0. Introduction	5
1. Background	6
2. Objectives — Themes and priorities — Activities that can be funded — Expected impact	7
SMP-COSME-2021-TSMFRIEND-01 - SME friendly training for Central Purchasing Bodies (CPBs).....	7
Objectives	7
Themes and priorities (scope)	8
Activities that can be funded (scope).....	8
Expected impact	12
Deliverables	13
3. Available budget	13
4. Timetable and deadlines	14
5. Admissibility.....	14
6. Eligibility	15
Eligible participants (eligible countries).....	15
Consortium composition	16
Eligible activities.....	17
Geographic location (target countries).....	17
Duration	17
Project budget.....	17
7. Financial and operational capacity and exclusion.....	17
Financial capacity	17
Operational capacity	18
Exclusion	18
8. Evaluation and award procedure	19
9. Award criteria.....	20
10. Legal and financial set-up of the Grant Agreements.....	21
Starting date and project duration	21
Milestones and deliverables.....	21
Form of grant, funding rate and maximum grant amount.....	22
Budget categories and cost eligibility rules.....	22
Reporting and payment arrangements.....	23

Prefinancing guarantees	23
Certificates	24
Liability regime for recoveries	24
Provisions concerning the project implementation	24
Other specificities	25
Non-compliance and breach of contract	25
11. How to submit an application	25
12. Help	26
13. Important	27

0. Introduction

This is a call for proposals for EU **action grants** in the field of the professionalisation of public buyers, the facilitation and improvement of access to procurement markets for small-medium sized enterprises (SMEs) under the Competitiveness of Enterprises and SMEs part of the **Single Market Programme (SMP COSME)**.

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

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Single Market Programme (SMP) Regulation (EU) [2021/690](#)¹).

The call is launched in accordance with the 2021 - 2024 SMP Work Programme² and will be managed by the **European Innovation Council and SMEs Executive Agency (EISMEA)** ('Agency').

The call covers the following **topic**:

- **SMP-COSME-2021-TSMFRIEND – SME friendly training for Central Purchasing Bodies (CPBs)**

Applicants cannot submit more than one proposal under this call. Applicants may not participate in several proposals.

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page 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)

¹ Regulation (EU) 2021/690 of the European Parliament and of the Council of 28 April 2021 establishing a programme for the internal market, competitiveness of enterprises, including small and medium-sized enterprises, the area of plants, animals, food and feed, and European statistics (Single Market Programme) and repealing Regulations (EU) No 99/2013, (EU) No 1287/2013, (EU) No 254/2014 and (EU) No 652/2014 (OJ L 153, 3.5.2021, p.1).

² Annex II to Commission Implementing Decision C(2021) 3046 final of 06.05.2021 concerning the adoption of the work programme for 2021-2024 and the financing decision for the implementation of the Single Market Programme (SMP – COSME Pillar) as last amended by Commission Implementing Decision C(2021) 6940 final of 29.09.2021.

- 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:
 - 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*).

You are also encouraged to visit the [EISMEA](#) website to consult the list of projects funded previously.

1. Background

The Commission wants to stimulate markets towards a more competitive, digital, greener and social economy. The COVID-19 crisis has made the steering towards this economy more urgent.

With public procurement accounting for 14% of the EU's GDP, the public sector can play a large role in achieving these objectives. Public buyers such as cities, regions, hospitals, Central Purchasing Bodies (hereinafter CPBs) or utilities through the public procurement initiatives can use their purchasing power strategically to obtain better value for money, and support the transition to a greener, more innovative and circular economy, to support social considerations such as social inclusion and fair employment.

Public buyers can also act as important customers of SMEs, especially for new products or services that are launched through a procurement of innovation. Doing so, they become early adopters of innovative solutions for the public sector that are not yet available on large scale commercial basis.

SMEs are key for job creation, growth and innovation both within the EU and in international markets. The new generation of public procurement directives, adopted in 2014, provides a framework for procuring in a more flexible way. They simplify public procurement procedures, improving access of SMEs to procurement.

In 2021, the Commission commissioned a study "An analysis of SME's needs in public procurement"³, which concluded that despite new SME-friendly provisions introduced by the 2014 Directives, SMEs participation in public procurement is still limited compared to their role in Member State national economies. Several barriers pose difficulties to SMEs participating and winning tenders. One of the actions identified was improving the capacity of public procurers to formulate and use balanced selection criteria and more suitable criteria. Easier access to public procurement markets can help SMEs find new opportunities and grow.

Within the EU, CPBs and central bodies in charge of public procurement regulation or policy are drivers for professionalisation of public procurement and have an increasing importance. They are responsible for the most efficient legally compliant use of public funds, have to strengthen their capacity to develop tender strategies to enable SMEs' participation in high volume tenders and foster green, social and innovation procurement. Hence, the role of the public buyer has evolved into a strategic and

³ [An analysis of SMEs' needs in public procurement \(europa.eu\)](#)

comprehensive function. In line with the strategic goals of the European Commission, it is our responsibility to ensure that highly skilled professionals conduct public procurement as a multidisciplinary function.

In June 2020, the Commission published a study on the professionalisation of public procurement in the EU and selected third countries⁴. This was a call for proposals to fund training programmes to support the professionalization of public procurement in CPBs, to improve the administrative capacity of the staff working for CPBs, or staff working in regulatory or policy making departments in charge of public procurement in Member States.

The first pilot training programme was implemented in 2018-2019, funded by the 2017 Work Programme of the COSME Programme, following the publication of a call for proposals⁵. The programme was successful in terms of applications received, the quality of the training course, and the feedback of participants and Member States appreciation. The second and third training programme were implemented, after the publication of calls for proposals⁶ (via Framework Partnership agreement) funded by the 2019 and 2020 Work Programmes of the COSME Programme, during 2020-2021 and 2022-2023 respectively.

The present Call for Proposals will support the fourth training programme, which will run 4 years starting from January 2023 and will be funded by the 2021-2024 SMP Work Programme².

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

SMP-COSME-2021-TSMFRIEND-01 - SME friendly training for Central Purchasing Bodies (CPBs)

Objectives

This Call for proposals aims at the following general objectives:

1. Improving the administrative capacity of the staff with key procurement functions in the Member States.
2. Facilitating access to SMEs to public procurement.
3. Fostering the use of strategic procurement (procurement of innovation, green procurement and social procurement).

The specific objective of the call:

Organisation of several editions of the training programme for staff working for CPBs, or staff working in regulatory or policy making departments in charge of public procurement in Member States.

⁴ https://ec.europa.eu/info/policies/public-procurement/support-tools-public-buyers/professionalisation-public-buyers/procurcompeu-european-competency-framework-public-procurement-professionals_nl#

⁵ Training for SME-friendly Policies in central purchasing bodies (COS-TSMFRIEND-2017-2-01).

⁶ Training for SME-friendly policies in Central Purchasing Bodies (CPBs) (COS-TSMFRIEND-FPA-2019-2-02).

Themes and priorities (scope)

This Call for Proposals aims to fund proposals that contribute to the above-mentioned general and specific objectives. The proposal must:

1. Improve the knowledge and skills in strategic procurement of the staff with key procurement functions in the Member States;
2. Contribute to the professionalisation of CPBs or central bodies in charge of public procurement regulation or policy on EU level;
3. Create and contribute to a learning community of CPBs and central bodies in charge of public procurement regulation or policy on EU level.

The priority themes in learning objectives are (in order of importance):

1. Professionalisation of the CPB's procurement practices;
2. Making the CPBs' procurement accessible for participation of SME's;
3. Strategic use of the instrument of public procurement to achieve green, digital and social outcomes;
4. Use of innovation procurement.

Activities that can be funded (scope)

The below list are compulsory activities to be undertaken by the consortium. The consortium is invited to propose other activities in addition to the compulsory ones in the list:

1. Organisation of trainings and project management

Organisation of several editions of the training programme for staff working for CPBs, or staff working in regulatory or policy making departments in charge of public procurement in Member States.

Consortium shall manage the entire training programme, for example:

- Make travel arrangements for meetings (or alternative activities) for all participants and trainers, teachers and speakers.
- Make a selection of trainers, teachers and speakers.
- Plan actions, define schedules, distribute tasks and review results and deliverables to ensure their quality.
- Manage project-related issues such as identifying risks and taking mitigating measures and solve problems (for example, cancellations of speakers and replacement of participants if possible).

- Prepare and supervise project-related documentation and budget.
- Participate in project-related meetings and report on project activities and progress.

2. Selection of the participants for the training programme

2.1. Selection criteria of participants

Consortium shall select participants for the training programme according to the following criteria:

- Selected participants in the training programme must work either in a CPB (operational at national, regional, or sectorial level), or institutions that currently are in a transformational process to function as a CPB in the near future. In case these are not established, for staff working in regulatory or policy making departments in charge of public procurement in Member States. The application to the training programme by a participant must be accompanied by a letter of support from their organisation supporting their participation. The consortium must verify that the applicant has a labour contract with the organisation and has a mandate from the organisation. It is particularly encouraged the participation of those in charge of formation/training in the matter of public procurement (train the trainers).
- Participants must be from eligible EU and non-EU countries⁷. Participants from non-EU countries shall not comprise more than 15% of total participants in a training course.
- Participation from the following Member States is highly encouraged through promotion campaigns: Bulgaria, Croatia, Cyprus, Czech Republic, Greece, Hungary, Italy, Malta, Portugal, Romania, Slovakia, Slovenia, and Spain. Participants from other eligible countries can apply.
- The consortium must select and train in total a minimum of 200 participants in the training programme over 4 years from at least 10 eligible countries ensuring overall a geographically balanced participation. Further, in each training course there shall be maximum 5 participants from the same eligible country and maximum 3 participants from the same organisation. Maximum number of participants per course shall be 35; smaller groups are possible. It is up to the applicants to provide in the proposal more detailed planning of the activities including the total number of courses, their distribution over time and the size of the group per course.

2.2. Needs of applicants

As part of the application of the participant, the current knowledge level and background information about the CPB must be identified. For example, applying participants should be asked to provide information on what categories of products or services are procured, what kind of procurement procedures are used and what types of contracts are awarded in their organisation.

⁷ Refer to Section 6 for 'Eligible Countries'.

The consortium must identify the needs of the CPBs linked to the categories of products and services that they procure. This information must be used to support more in-depth training and collaborations with organisations with similar objectives.

2.3. Communication and promotion plan

Consortium shall propose the communication and promotion activities to reach out to possible participants and encourage their enrolment to trainings, according to the submitted Promotion and Communication plan.

3. Provision of the training

3.1. General and in-depth training

The training programme should include general (80 to 90 %) and in-depth training (20 to 10%) within the field of public procurement. The general training should focus on the standard steps and capabilities to perform public procurement and is considered as the main task. The in-depth training is an additional training for the applicants that have followed the general training and leaves space for specialisation on topics, case studies and digital interaction.

The targeted duration of the training programme should be between 5 and 8 weeks, and can be split in two or more periods. This includes up to 3 weeks dedicated to in-depth training and collaborative exercises among participants from different organisations working in the same field and procuring the same categories of products and services. It is up to the applicants to provide in the proposal more detailed planning of the activities including total hours of training and their distribution.

Consortium should organise at least one targeted in-depth training course per year.

The general and in-depth trainings must be delivered as physical meetings on site at the location proposed in the proposal as the default option. This is to allow more collaborative exercises and interaction among participants. However, the in-depth training programme can incorporate online elements.

If physical meetings are not possible due to circumstances outside of the consortium's control (such as COVID-19 crisis or other health emergencies) the applicant is requested in their proposal to provide an alternative plan with, for example, online trainings.

3.2. Scope of the training programme

The training programme must improve the knowledge on CPBs' techniques and buying methods and foster collaboration between CPBs on procurement methodologies and preparation of procurement procedures, such as for example sourcing, benchmarking, market engagement, design of framework agreement and contract management.

The overall training programme should improve the awareness of the staff of CPBs about ways to improve participation of SMEs in public procurement and foster the use of procurement of innovation, should raise awareness how procurement can be used to achieve green and social policy objectives. This could be done for example by sharing know-how, best practices and other ideas among participants. Consortium should organise trainings in a way that allows and

encourages collaboration between different CPBs and Member States. The structure must also emphasise cross-pollination among the different categories of what the CPBs procure in order to inspire and break through boundaries of usual practices.

The general training programme should address both operational staff (such as Procurement officers) as well as executive staff (e.g. Heads of departments and units, and staff in management positions).

The subject and specific procurement categories of the in-depth training must be decided based on applicants' needs (see under 2.2). For example, it could be based on, but not limited to, the following procurement sectors:

- Food
- Health and medical sector
- ICT
- Police, security and defence

The content of each in-depth training can vary as it depends on the applicants' needs.

3.3. Selection and management of teachers, trainers and speakers

The teachers, trainers and speakers that give the training courses must have either academic or practical procurement training experience.

At least two thirds of all training sessions must be provided by experienced staff working for CPBs at national level. All teachers, trainers and speakers must be experts in their field of profession and have the appropriate background and acquired specialization to be able to discuss in detail the different categories.

Consortium must provide the training in English. Trainers, teachers and speakers must be fluent in English (working proficiency).

3.4. Conditions for offering trainings

Consortium shall provide the trainings without tuition charges for participants and shall cover their costs of travelling and accommodation in line with the eligibility conditions set out in the Model grant agreement for the budget category of Purchases for travel, accommodation and subsistence and/or the budget category of Subcontracting.

The training programme must include a working method on how to transfer information back to participants' organisations. This can, for example, be done by providing material that can be shared or presented in a way that the home organisation can later benefit.

In order to measure improvement, a questionnaire, survey or similar must be used before the start of the training as part of the application phase, and again following the completion of the course.

4. Establishment of a transnational CPB learning network of procurement professionals

The training programme must promote the transnational exchange of experience and knowledge and it shall aim at establishing a network of highly qualified public procurement experts. The training program is also intended to initiate a cultural

change towards a more economic and strategic approach to public procurement throughout the EU.

The consortium must include the setup and organisation of an Alumni network among participants of the training course. The consortium shall also set a self-sustainable plan for keeping the Alumni network alive and active after the end of the project. Based on the earlier trainings co-funded by the COSME programme⁸ there is already an existing network; this can, if shown useful, be a platform to continue the work.

To this end, the Commission is building a collaborative digital big buyer community⁹, where public buyers in Europe can work together, develop joint knowledge and joint action, from their own initiative or by the initiative of the Commission. This digital community (platform) may be used as a tool for communication and promotion of trainings as well as collaboration platform for the alumni network of procurement professionals who followed the training programme. The Platform will be operational by the end of 2022.

5. Graduation ceremonies and the organisation of a final event

At the end of each training programme a graduation ceremony must take place. The ceremony can be used to hand over certificates but also for the promotion of activities linked to the call and for the further promotion of upcoming relevant training programmes. It is up to the applicants to provide in the proposal more details about what participants need to achieve in order to graduate (e.g. minimum attendance).

The consortium must organise a final event at the end of the four year project implementation period where all participants that finished the training programme are to be invited to join; their travelling and accommodation costs shall be covered. The final event shall also have a focus on the promotion of the Alumni network, on the promotion of the achievements to a wider public and the professional networking among the participants.

Expected impact

1. Improved knowledge and skills in strategic procurement of the staff with key procurement functions in the Member States.
2. Increased contribution to the professionalisation of CPBs or central bodies in charge of public procurement regulation or policy on EU level.
3. Improved awareness of the staff of CPBs about ways to facilitate participation of SMEs in public procurement.
4. Improved awareness of the staff of CPBs about ways to foster the use of strategic procurement (including procurement of innovation, green procurement and social procurement).
5. Increased creation and contribution to a learning community of CPBs and central bodies in charge of public procurement regulation or policy on EU level.

⁸ Training for SME-friendly Policies in central purchasing bodies (COS-TSMFRIEND-2017-2-01)

Training for SME-friendly policies in Central Purchasing Bodies (CPBs) (COS-TSMFRIEND-FPA-2019-2-02)

⁹ <https://big-public-buyers-community.ec.europa.eu>

To achieve the expected impact the proposal must clearly describe and contain:

1. The **overall strategy** that will be used to achieve the objectives and within which the above mentioned project activities will be executed.
2. The **promotion and recruiting plan** for the selection of participants for the training. The promotion and recruiting plan should be designed for attracting in particular those CPBs that have not been involved in previous trainings and education by previous similar trainings.
3. The **educational plan for the general training** and **the action plan for the structure and set up of the in depth training** both need to include a description of profiles and availability of teachers who will give the specific trainings, as well as a proposal for location and description of onsite/online options.

Key performance indicators to be used for reporting and monitoring. The list is not exhaustive and indicates the minimum of indicators to be used. Additional key performance indicators can be put forward by the applicant in their proposal:

- Total number of applications received for the training course, per country and per year;
- Total number of participants in the training courses;
- Total number of organisations sending staff to the training course;
- Number of countries included in the training course;
- Evaluation of the quality of the training course by participants (satisfaction and feedback from participants of the training course);
- Results of dissemination and promotion strategy.

Deliverables

The proposal may include the following recommended deliverables that are not linked to a request for payment:

- Deliverable giving details on the evaluation and selection of trainers, teachers and speakers;
- Deliverable giving details on the selection procedure and final list of participants;
- Deliverable giving details on promotion and communication of the training programme;
- Deliverable giving details on evaluation of the programme;
- Deliverable giving overview of the activities of the alumni network.

3. Available budget

The available call budget is **EUR 2 000 000**. This budget might be increased by maximum 20%.

The Agency expects to fund one proposal.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	23 February 2022
<u>Deadline for submission:</u>	<u>18 May 2022 – 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	June -July 2022
Information on evaluation results:	July-August 2022
GA signature:	October 2022

5. Admissibility

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 as PDF in the system*)
- **mandatory annexes and supporting documents** (*to be uploaded as PDF files, except for Detailed budget table, which can be uploaded as excel document*):
 - Detailed budget table (*mandatory excel template available in the Submission System*)
 - CVs (short outlines) of core project team (qualifications and experience) - *free format, no template is provided*
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*)
 - short description of each of the consortium participants (including their affiliates) in order to demonstrate that the consortium meets the

eligibility criteria, as elaborated under Section 6, “Eligibility” - *free format - no template is provided.*

Please note that the amounts entered into 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 **50 pages** (Part B). Evaluators will not consider any additional pages.

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

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 State (including overseas countries and territories (OCTs))
 - non-EU countries:
 - listed EEA countries and countries associated to the Single Market Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))

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 persons¹⁰.

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'¹¹. ⚠ Please note that if the action will be implemented by the members, they should also participate as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible). Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

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)*¹² and entities covered by Commission Guidelines No [2013/C 205/05](#)¹³). 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).



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

Consortium composition

Proposals must be submitted by a consortium composed of at least **2 to 7 applicants** being beneficiaries (not affiliated entities), which complies with the following conditions:

- at least one applicant is an *established Central Purchasing Body* (CPB)¹⁴ operating at national level;
- at least one applicant is *specialised in the provision of trainings* with strong academic and professional experience.

¹⁰ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

¹¹ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

¹² 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](#).

¹³ Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

¹⁴ The definition relevant for the purpose of this call for proposals is that of Article 2 (16) of Directive 2014/24: "**Central Purchasing Body (CPB) is a contracting authority providing centralised purchasing activities and, possibly, ancillary purchasing activities**". Definitions of "Central purchasing activities" and "ancillary purchasing activities" are defined further in Article 2 (14) and (15) of Directive 2014/24.

A short description of each of the consortium members has to be provided in order to demonstrate that it meets all of the above eligibility criteria (see section 5 - Mandatory Annexes and Supporting documents; free *format - no template is provided*).

Eligible activities

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

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)

Proposals must relate to the activities taking place in the eligible countries (*see above*).

Duration

Project should range between 44 and 48 months (extensions are possible, if duly justified and through an amendment).

Project budget

Project budget (maximum grant amount) is expected to be around EUR 2 000 000, but this does not preclude the submission/selection of proposals requesting other amounts.

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:

- CVs (short outlines) of core project team (qualifications and experience) - *free format, no template is provided*;
- list of previous projects (key projects for the last 4 years) - template available in Part B;
- short description of each of the consortium members (including their affiliated entities) - *free format - no template is provided*, which must reflect that the consortium includes:
 - a) **an established Central Purchasing Body (CPB)**, operating at national level;
 - b) **an organisation specialised in the provision of trainings with strong academic and professional experience**, equipped to take on the task of training personnel of CPBs and/or staff working in regulatory or policy making departments in charge of public procurement in Member States.

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

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 participate¹⁵:

- 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)

¹⁵ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

- 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 misconduct¹⁶ (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 grant¹⁷)
- 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 Regulation No [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, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that¹⁷:

- 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** (assisted by independent outside experts) 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 total scores.

For proposals with the same score (within a topic or budget envelope) 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:

¹⁶ 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.

¹⁷ See Article 141 EU Financial Regulation [2018/1046](#).

- 1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) The ex aequo proposals within the same topic 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'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'.
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between 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 are 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.

9. Award criteria

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

- **Relevance:** clarity and consistency of project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; contribution to the EU strategic and legislative context; European/transnational 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 **(30 points)**
- **Quality:**
 - **Project design and implementation:** technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness (sufficient/appropriate budget for proper implementation; best value for money) **(30 points)**
 - **Project team and cooperation arrangements:** quality of the consortium and project teams; appropriate procedures and problem-

solving mechanisms for cooperating within the project teams and consortium **(30 points)**

- **Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends **(10 points)**.

Award criteria	Minimum pass score	Maximum score
Relevance	16	30
Quality — Project design and implementation	16	30
Quality — Project team and cooperation arrangements	16	30
Impact	6	10
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 16/30 and 6/10 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. 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. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: 44 - 48 months (extensions will be possible only exceptionally, for duly justified reasons and through an amendment).

Activities should start in January 2023.

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: *see section 6 above*. The grant awarded may be lower than the amount requested.

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 (**90%**).

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
- 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: No
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost¹⁸: Yes
 - volunteers unit cost: No
- travel and subsistence unit cost¹⁹: Yes

¹⁸ 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)7715).

¹⁹ 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).

- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: not allowed
- 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: No

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 **50%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/10 days before starting date/financial guarantee (if required) – whichever is the *latest*.

There will be one **interim payment** (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 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 formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us 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.

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)*:

- list of background: No
- rights of use on results: Yes
- access rights to ensure continuity and interoperability obligations: Yes

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

- communication and dissemination plan: Yes

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*:

- specific rules for PPI Grants for Procurement: No

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 EULogin 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 files; 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](#)
- FAQs 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 by **Wednesday 11 May 2022 close of business** to the following email address: EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu.

Please indicate clearly 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).
- **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 double funding** — There is a strict prohibition of double 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 declared to two different EU actions.
- **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).
- **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 Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants cannot submit more than one proposal under this call. Multiple proposals will be rejected. Organisations may not participate in several proposals.
- **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](#).