



Grants for Information Measures relating to the Common Agricultural Policy Programme IMCAP-INFOME-01- 2020

Kick-off meeting 3 June 2020

AGRI GRANTS TEAM

DG AGRI B.1



New in our Grant Management

Fully electronic grant management:

- Processes streamlined and pre-defined in IT workflows
- IT workflows guiding users step by step
- Messaging and formal notifications facilities inside the tools
- One-stop shop portal for beneficiaries for submission and grant management + all reference documents : ***Funding & Tenders Portal***



Call for proposals

- [Funders & Tenders Portal](#)

Your project

- https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/grant-preparation/grant_data_en.htm

Grant Preparation

Preparation of the Description of the Action (DoA), Annex 1

- Beneficiaries complete the Data: Work packages, Deliverables, Milestones, (Part A) + Description of Action (Part B)
- The DoA is structured in the same way as the proposal, comprising Parts A and B
- The IT system will merge the 2 parts, generating a single PDF with the full Description of the Action.

Starting date & project duration

- The project starting date and duration will be fixed in your grant agreement (Article 3) as defined in the Portal by you.
- Normally (by default) the starting date will be the 1st of the month after the grant signature by the EC.
- A different starting date can be granted if duly justified (during the preparation of the grant agreement).
- Project duration: maximum 12 months.
- You should start implementing your activities by 15 September 2020 at the latest.

Day to day Communication with Project Officer during the grant preparation and implementation

- Each grant has a Project Officer from the EC, who is your main contact point concerning your project.
- In order to communicate with your Project Officer, please always use the Funding & Tenders Portal's [messaging](#) facility.
- In case of Portal inaccessibility please use the AGRI Grants mailbox, AGRI.GRANTS@ec.europa.eu
- In case of technical issue with the Portal, contact the IT Helpdesk.

Promoting the action – Visibility of the EU funding

- In accordance with Article 22 of the Grant Agreement the beneficiary must promote the action and its results.
- During the implementation of your activities, pay special attention to the following:

Indicate that the action has received funding from the European Union

Any communication activity related to the action (including at conferences, seminars, in information material, such as brochures, leaflets, posters, presentations etc., in electronic form, via social media, videos, films etc.) and any equipment or major result funded by the grant must

- display the EU emblem and
- include the following text: “Funded by the IMCAP Programme of the European Union”

Display the European Union emblem

When displayed in association with another logo, the EU emblem must have appropriate prominence



“Funded by the IMCAP Programme of the European Union”

Disclaimer excluding Commission responsibility

“The content of this [insert appropriate description, e.g. report, publication, conference, etc.] represents the views of the author only and is his/her sole responsibility. The European Commission [and the Agency] does not accept any responsibility for use that may be made of the information it contains.”

Translations into all EU languages will be made available on the website in the coming weeks.

Regular updates on your project

We carry out continuous monitoring of on your project (since its beginning).

This includes information about:

- **Deliverables**
- Progress in achieving **milestones**
- Response to **critical risks, publications, communications activities, IPRs**

Project monthly reporting

New !!! (Monthly reports = Deliverables):

You have to submit monthly reports to the EC. The template in use is provided by the EC.

The monthly report covers the **detailed description** of :

- All **activities implemented** during the last month (*place, date, links to video/audio material, audience, etc.*)
- The **planned activities** for the next month(s) (*What, where, when! We need the place, date, links to where video/audio material will be disseminated, target audience, any speakers from the EC, etc.*)

This communication / information should enable EC social media & press teams to amplify and disseminate your activities through their channels!

Final reporting & Payment

- The final reporting and payment modalities are defined in the grant agreement (Articles 15 and 16).
- No pre-financing and no interim payment are foreseen.
- The payment is based on a sole reporting period.
- The request for payment should be submitted within 60 calendar days following the end of the sole reporting period.
- The EC must pay within 90 calendar days from when it receive the request.

Final reporting

The final reporting consists in 2 parts - both must be completed online by the beneficiary in the Funding & Tenders Portal:

- **Final Technical report (Annex 1)**
- **Final Financial report (Annex 2)**

Monitoring visits

- The EC project officers may arrange monitoring visits to **meet** the **beneficiaries** at their premises and attend events organized by the beneficiary.
- The **objective** : monitoring the implementation of the activities, answering potential contractual and technical questions, etc.

Thank you