GUIDELINES FOR APPLICANTS

CALL FOR PROPOSALS

2017CE16BAT063

'Support for information measures relating to the EU Cohesion policy'

Deadline for submission of applications

16 October 2017
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1. POLICY BACKGROUND

The political agenda of the European Union for the next years includes decisions of major importance for the future of the EU: a wide-ranging debate is taking place about the priorities on which the EU should focus. In parallel, a new multi-annual financial framework covering the period after 2020 will be adopted and new programmes and funding mechanisms will be set up to implement them.

The White Paper presented by the European Commission President Jean-Claude Juncker on 1 March 2017 has set out possible paths for the future of Europe and is intended to generate a wide and open debate among the European citizens. In this context, it is important that future decisions about priorities for the EU take adequately into account the contribution of Cohesion policy to delivering on the EU’s priorities and its potential to help reconnect the EU with its citizens.

The Cohesion policy provides investments in all regions in the EU in order to support job creation, business competitiveness, economic growth, sustainable development, and improve citizens' quality of life across the EU's 276 regions. These investments – which represent a third of the total EU budget - help to deliver on the EU's political priorities. They represent the most tangible and concrete proof of the EU's impact in the daily life of millions of citizens.

However, citizens are still insufficiently aware of the results of cohesion policy and their impacts on their lives. The latest Eurobarometer survey⁴, published in June 2017, showed that only 35% of citizens are aware about projects funded by the EU Cohesion policy in their regions.

To enable an informed debate about future priorities for the EU and ensure more transparency on how the EU's funds are being used and with what results, citizens should have a better knowledge and awareness of the investment in their countries, regions and cities.

The European Commission, the European Parliament and the Council of the EU have repeatedly emphasised the need to increase visibility of the EU's cohesion policy, as illustrated more recently by the General Affairs Council Conclusions⁵ on 'Bringing Cohesion policy closer to the citizens', by the European Parliament resolution⁶ on 'Increasing engagements of partners and visibility in the performance of European Structural and Investment Funds' and by the proposals from the Joint communication actions⁷ on cohesion policy put forward by European Commissioners Corina Creţu, in charge of regional policy, and Marianne Thyssen, responsible for employment and social affairs.

Within the legal framework governing the implementation of the EU's Investment and Structural Funds⁸, the current call for proposals aims to provide support for the production and dissemination of information and content linked to the EU Cohesion policy, while respecting complete editorial independence of the actors involved.

2. THE EXPECTED RESULTS AND TARGET AUDIENCE

The content of the proposed information measures will depend on the editorial choice of the applicants. The editorial independence will be guaranteed by a charter of independence that will be part of the agreement signed between the European Commission and the grant beneficiaries.

The expected results and outputs are the following:

- To increase media coverage on Cohesion policy, in particular at regional level;
- To enhance people's awareness of the results of Cohesion policy and their impact on their lives;

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⁴ http://ec.europa.eu/commfrontoffice/publicopinion/index.cfm/Survey/getSurveyDetail/instruments/FLASH/surveyKy/2145
• To achieve concrete outputs and deliverables aimed at wide outreach within the measure’s duration – e.g. TV and radio broadcast, online or print coverage, other type of information measures and dissemination - taking multilingualism into account;
• To establish an efficient and effective collaboration between the European Commission and the grant beneficiaries.

The target audience of the information measures to be implemented through this call is the general public and/or related stakeholders. More specifically:

- For the general public: the objective is to raise public awareness of the results of Cohesion policy and their impact on citizens' lives to Europeans who are unaware of the EU and of the EU action in their region. Information should focus on developing greater understanding of the contribution of Cohesion policy to boosting jobs and growth in Europe and reducing disparities among Member States and regions.

- For stakeholders: the objective is to engage with stakeholders (including national, regional and local authorities, beneficiaries, businesses, academia) to further communicate the impact of Cohesion policy on their regions and to feed into the discussion on future of Cohesion policy and, more broadly, future of Europe.

3. ELIGIBLE ACTIVITIES

The eligible activities shall be those necessary to carry out the information measure and realise the intended outputs/results in accordance with the objectives, themes and target audience as listed under section 1 of the call for proposals and section 2 of this guide.

A. The measures should be implemented:

- at local, regional, multiregional, national level, or at the EU level (with impact on several Member States).

B. The proposals should include one or several activities and tools having an innovative character with a view to attaining the objectives, cover the themes and reach the target audience.

C. The following activities are not eligible:

- measures required by law or under the specific public service contracts (in the case of publicly owned entities).
4. GENERAL PRINCIPLES FOR GRANTS

Non-cumulative award

An information measure may only receive one grant from the EU budget. In no circumstances shall the same costs be financed twice by the Union budget\(^9\). To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same information measure or part of the information measure or for its functioning during the same financial year as well as any other funding received or applied for the same information measure.

Non-retroactivity

No grant may be awarded retrospectively for activities already completed\(^10\). A grant may be awarded for an information measure which has already begun only where the applicant can demonstrate in the grant application the need to start the information measure before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

Co-financing principle

Under the co-financing principle the resources which are necessary to carry out the activities may not be entirely provided by the EU grant\(^11\). Co-financing may take the form of the beneficiary’s own resources, income generated by the action or work programme.

No-profit rule

The EU grant may not have the purpose or effect of producing a profit for the beneficiary\(^12\). Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. Any income of the information measure must be indicated in the estimated budget and the final financial statement. If the final amount results in a profit for the beneficiaries, the amount of the grant will be reduced by the percentage of the profit corresponding to the Union contribution to the eligible costs of the information measure actually incurred by the beneficiaries.

5. DEFINITIONS

5.1 Applicant/s - Beneficiary/ies:

The designation "applicants" refers to the organisations which submit a proposal; "beneficiaries" are entities which sign the grant agreement with the Commission. They are

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\(^9\) Article 125 (2) FR.
\(^10\) Article 125 (2) FR.
\(^11\) Article 183 RAP.
\(^12\) Article 125 (4) FR.
actively involved in the implementation of the information measure and are financially engaged, be it by engaging staff or other costs or by providing a direct financial contribution.

The proposals can be submitted by a single applicant (if selected, a "mono-beneficiary agreement" will be signed) or by a group of several applicants (consortium) (if selected, a "multi-beneficiary agreement" will be signed). The grant agreement model(s) is published with the text of the call and provides details on the specific obligations of the beneficiary or, in the case of a consortium, of the coordinator and the co-beneficiaries.

Where proposals are submitted by several applicants, one applicant must assume the role of lead-applicant and is called the "coordinator". The other organisations involved in the application are called "co-applicants". The coordinator is responsible for submitting the proposal and signing the grant agreement after having received all the required powers of attorney from co-applicants13. Since co-beneficiaries will share the financial responsibility, the financial capacity of each co-applicant will be assessed against its share in the information measure’s budget.

The grant agreement will detail the specific obligations of the beneficiary and, where appropriate, of the coordinator and the co-beneficiaries.

For information measures led by a consortium, the lead applicant and co-applicants shall agree – preferably in writing – upon appropriate internal arrangements, consistent with the provisions of the grant agreement, for the proper implementation of the action.

*Hereafter in this document, reference to the applicant or to the beneficiary is understood to include co-applicants where applications are submitted by a group of applicants and co-beneficiaries in the case of multi-beneficiary grant agreements.*

### 5.2 Contributions in kind

In kind contributions shall mean non-financial resources made available free of charge by third parties to the beneficiary14.

*Contributions in kind are not accepted under this call for proposals.*

### 5.3 Third parties involved in the implementation:

#### 5.3.1 Affiliated entities

Affiliated entities are legal entities which have a specific relationship with the beneficiary15. On that basis, they may incur eligible costs for the information measure covered by the grant under certain conditions, i.e.: they are legal entities satisfying the eligibility criteria of the particular call and non-exclusion criteria and having a link with a beneficiary, notably a legal

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13 Please refer to the grant agreement model for more information on the responsibilities of the coordinator and other beneficiaries.
14 Article 183 (2) RAP
15 Article 122 FR
or capital link, which is neither limited to the action nor established for the sole purpose of its implementation. This link must be proven by supporting documents such as the statutory list of members included in reports approved by governing bodies, the list of controlled companies in audited consolidated accounts, the balance sheet or the deeds of establishment proving ownership or partnership. Contrary to co-beneficiaries, affiliated entities are not signatories to the grant agreement and are, therefore, not financially liable in case of recovery of funds. The beneficiary to whom they are linked is financially liable for them. Consequently, the Commission does not test the financial capacity of affiliated entities at time of application.

5.3.2 Financial support to third parties (i.e. cascading grants)

If the implementation of the information measure requires financial support to be given to third parties, the call can authorise the beneficiary to do so, provided the amount does not exceed EUR 60 000 per third party.\(^{16}\)

Financial support to third parties is not covered by this call for proposals.

5.3.3 Implementation contracts and subcontractors

Implementation contracts.\(^{17}\)

These contracts refer to the procurement of ordinary services, goods or equipment needed to carry out the information measure (e.g. dissemination, specific evaluation, translations, reproduction...), including purchase of specific consumables and supplies. These contracts do not, however, imply any externalisation of tasks included in the action(s) described in the proposal.

Subcontracting

Subcontracting refers to the implementation of specific tasks being part of the action as described in the annex to the grant agreement, by a third party, to which a procurement contract has been awarded by one or several beneficiaries. In this case, the general conditions of grant agreement set out a series of conditions as regards the eligibility of subcontracting costs.\(^{18}\)

6. ESTIMATED BUDGET OF THE INFORMATION MEASURE


\(^{16}\) Article 137 FR and 210 RAP

\(^{17}\) Article 209 RAP

\(^{18}\) Please refer to the grant agreement model for more information.
If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm). Applicants should be aware that they fully carry the exchange rate risk.

The budget estimate must be properly balanced: the two totals (income and expenditure) must be the same, since the available income (including the grant requested from the Commission) will have to finance the planned expenditure. Please make sure that all the items related to the implementation of the information measure are included and not just those for which financing are being sought.

In case of organisations receiving an operating grant for the period of implementation of the action(s) under this grant, indirect costs will not be eligible.

Depending on the quality of the proposals, the Commission reserves the right not to grant all or part of the available funds. The Commission also reserves the right to award a grant of less than the amount requested by the applicants. In such a case, applicants will be asked to increase the amount that they co-finance, to propose other co-financing means or to decrease the total costs without altering the substance of the proposal.

6.1 Expenditure

Expenditure must include the estimated costs exclusively for the implementation of the information measure. In order to be eligible for EU funding, costs must meet the following criteria:

- a) be incurred by the beneficiary during the duration of the information measure, with the exception of costs relating to final reports and audit certificates;

- b) be indicated in the estimated overall budget of the information measure attached to the grant agreement;

- c) be necessary for the implementation of the information measure which is the subject of the grant;

- d) be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is/are established and according to the usual cost accounting practices of the beneficiary;

- e) comply with the requirements of applicable tax and social legislation;

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19 Article 196 (2) RAP
20 Article 126 (2) FR
f) be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency. If applicable under the call for proposals, costs incurred by entities affiliated to a beneficiary will be eligible provided that:

- the concerned entities are identified in the grant agreement
- they abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of audits by the Commission, the European Anti-Fraud Office and the Court of Auditors.

Value added tax (VAT) is considered as eligible\(^{21}\) where it is not recoverable under the applicable national VAT legislation and is paid by a beneficiary other than a non-taxable person as defined in the first subparagraph of Article 13(1) of Directive 2006/112/EC\(^{22}\) on the common system of value added tax.

The successful applicant/s must take care to avoid any unnecessary or unnecessarily high expenditure.

The beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

Documentation justifying costs must be kept by the beneficiary for five years following the Commission's final payment.

Expenditure eligible for financing may not have been incurred before the grant application was submitted.

### 6.2 Eligible direct costs

The eligible direct costs for the information measure are those costs which, provided that they satisfy the criteria of eligibility set out above, are identifiable as specific costs directly linked to the implementation of the information measure and which can therefore be attributed to it directly.

In particular, the following categories of direct costs may be considered eligible:

#### 6.2.1 Staff costs (Heading 1 of the budget form)

The costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the information measure, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary’s usual policy on remuneration; those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts,

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\(^{21}\) Article 126 (3) (c) FR  
\(^{22}\) OJ L 347, 11.12.2006,p.1
provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used.

The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:
(i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
(ii) the result of the work belongs to the beneficiary; and
(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

Conversely, the cost of any work to be performed by external experts must not be included in staff costs but under services (see Heading 3).

The salary costs should not exceed the rates corresponding to the beneficiary's usual policy on remuneration.

Should your proposal be financed by the Commission, only the real costs (i.e. actual salaries paid) will be considered eligible costs. For personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the organisation and the assignment of the staff in question must be genuine, necessary and reasonable in relation to the activity being subsidised and to the duration of the information measure.

The costs of personnel of national administrations may be considered as eligible to the extent that they relate to the cost of activities which are additional and which the relevant public authority would not carry out if the related information measure was not implemented.

Please fill in the section reserved for staff costs in the budget estimate (see application form) as follows:

- **Column "Profile/Category of personnel"** – indicate the profile or category of the staff according to their role in the information measure (Coordinator, Project manager, etc.) and the number of persons in each category. The names of individuals are not required and should not be indicated.
- **Column "Name of the organisation"** – indicate the name of the lead applicant, co-applicant or, where applicable, the name of the affiliated entity.
- **Column "Types of employment (permanent/temporary) and work patterns (fulltime/ part-time)"** – indicate how many of each type.
- **Column "Indicative daily salary cost"** – the indicative daily rate for each category of staff should be determined as follows:

  \[
  \text{Gross actual salaries} + \text{social security charges} + \text{statutory costs} \\
  \text{Total workable days}
  \]

The determination of the workable days should be made respecting the standard working time either under national laws, collective agreements or under the organisations' normal
accounting practice. An example for determining the total workable days per year could be as follows (according to the appropriate legislation):

<table>
<thead>
<tr>
<th>Days/year</th>
<th>365 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less 52 weekends</td>
<td>104 days</td>
</tr>
<tr>
<td>Less annual holidays</td>
<td>25 days</td>
</tr>
<tr>
<td>Less statutory holidays</td>
<td>11 days</td>
</tr>
</tbody>
</table>

Total workable days = 225 days

If necessary, homogeneous sub-categories of profiles (e.g. Senior Project officer/ Junior Project officer) can be used as necessary so that the indicative daily salary cost is as representative of that particular sub-category as possible.

- Column "number of days" - the number of days of work to be performed on the information measure per category or sub-category of personnel or per person as applicable.

The actual time spent on the information measure must be recorded on a regular basis using timesheets or an equivalent time registration system established and certified by the employer.

Timesheets must be dated and signed by the individual concerned and validated by the employer. It is recommended to adopt a single timesheet encompassing the overall time worked by each staff member (not just the time worked by the employee on the particular EU supported action).

Timesheets should not be sent to the Commission, except if specifically requested. For instance, when submitting the request for final payment, the beneficiary might be requested to provide pay slips and timesheets justifying the actual staff costs declared, as well as the basis for the calculation of daily rates and workable days.

6.2.2 Travel, accommodation and subsistence allowances (Heading 2 of the budget form)

Costs of travel and related subsistence allowances are eligible provided that they are in line with the beneficiary's usual practices on travel.

Heading 2 may also include expenses for participants from organisations other than the beneficiaries or affiliated entities where applicable (e.g. for attendance of a conference).

Attendance lists of all meetings that take place in the context of the information measure must be established and signed by all participants. These lists must be provided to the Commission if so requested.

Journeys must be carried out by the most direct and economic route. Economy class fares will be used as the benchmark for analysing air travel costs. Air travel is acceptable only for distances above 400 km, i.e. return flight above 800 km. For other modes of transport, the
benchmark is the first-class rail fare. Car journeys: equivalent of corresponding first-class train ticket.

The Daily subsistence allowances (DSA) are paid in addition to costs for accommodation as a flat-rate amount and are considered to cover breakfast and the two main meals, local transport, the cost of telecommunications and all other sundries. Daily subsistence allowances are to be calculated as follows according to the length of the mission:

- 6 hours or less: 20% of the daily allowance and any transport costs on the basis of supporting documents, up to EUR 0.22/km if a private car is used or the first-class rail fare if the journey is by train
- more than 6 hours but not more than 12 hours: 0.5 DSA;
- more than 12 hours but not more than 24 hours: 1 DSA;
- more than 24 hours but not more than 36 hours: 1.5 DSA;
- more than 36 hours but not more than 48 hours: 2 DSA;
- more than 48 hours but not more than 60 hours: 2.5 DSA;
- each successive 12-hour period: 0.5 DSA.

The amounts (in Euros per calendar day) for each country set out in the table below will be used as a benchmark for analysing accommodation and subsistence costs.

<table>
<thead>
<tr>
<th>Destination</th>
<th>Hotel ceiling</th>
<th>Daily allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>148</td>
<td>102</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>135</td>
<td>57</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>124</td>
<td>70</td>
</tr>
<tr>
<td>Denmark</td>
<td>173</td>
<td>124</td>
</tr>
<tr>
<td>Germany</td>
<td>128</td>
<td>97</td>
</tr>
<tr>
<td>Estonia</td>
<td>105</td>
<td>80</td>
</tr>
<tr>
<td>Ireland</td>
<td>159</td>
<td>108</td>
</tr>
<tr>
<td>Greece</td>
<td>112</td>
<td>82</td>
</tr>
<tr>
<td>Spain</td>
<td>128</td>
<td>88</td>
</tr>
<tr>
<td>France</td>
<td>180</td>
<td>102</td>
</tr>
<tr>
<td>Croatia</td>
<td>112</td>
<td>78</td>
</tr>
<tr>
<td>Italy</td>
<td>148</td>
<td>98</td>
</tr>
<tr>
<td>Cyprus</td>
<td>140</td>
<td>88</td>
</tr>
<tr>
<td>Latvia</td>
<td>115</td>
<td>73</td>
</tr>
<tr>
<td>Lithuania</td>
<td>117</td>
<td>69</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>148</td>
<td>98</td>
</tr>
<tr>
<td>Hungary</td>
<td>120</td>
<td>64</td>
</tr>
<tr>
<td>Malta</td>
<td>135</td>
<td>88</td>
</tr>
<tr>
<td>Netherlands</td>
<td>166</td>
<td>103</td>
</tr>
<tr>
<td>Austria</td>
<td>132</td>
<td>102</td>
</tr>
<tr>
<td>Poland</td>
<td>116</td>
<td>67</td>
</tr>
<tr>
<td>Portugal</td>
<td>101</td>
<td>83</td>
</tr>
<tr>
<td>Romania</td>
<td>136</td>
<td>62</td>
</tr>
<tr>
<td>Slovenia</td>
<td>117</td>
<td>84</td>
</tr>
<tr>
<td>Slovak Republic</td>
<td>100</td>
<td>74</td>
</tr>
<tr>
<td>Finland</td>
<td>142</td>
<td>113</td>
</tr>
<tr>
<td>Sweden</td>
<td>187</td>
<td>117</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>209</td>
<td>125</td>
</tr>
</tbody>
</table>

Please note that the Commission and the other European Institutions cover the travel and subsistence costs of their own officials when they participate in an event organised by the beneficiary/ies and these should therefore not be included in the budget estimate.

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23 The daily allowance rates are subject to periodic review by the Commission.
If catering services are provided by the organisers, the DSAs directly paid to participants must be reduced accordingly. In such cases, the daily allowance would be reduced by 30% for each meal provided, and by 15% for breakfast. NB.: Where applicable, catering costs should be mentioned under Heading 3, Costs of Services, subheading Other Services.

6.2.3 Costs of services (Heading 3 of the budget form)

The implementation of an information measure may require the buying of goods or services in order to carry out specialised tasks that beneficiaries cannot do themselves (i.e. translations, production of documents, web site creation, informatics support, accountancy, catering, etc.). This does not involve externalisation of parts of the action directly related to the main objectives of the information measure. The related contracts are known as "Implementation contracts".

The beneficiary should have the operational capacity to carry out the activities related to the main objectives of the proposed information measure. Nevertheless, if the staff does not have all the skills required, where justified and necessary, specific tasks that are part of the information measure (except the core tasks defined in the call document) may be executed by another person or organisation by means of a contract between one or more of the beneficiaries and a subcontractor. This is known as "subcontracting of tasks forming part of the action".

The estimated costs relating to any implementing contracts and any subcontracting should be indicated in the appropriate sub-heading in the estimated budget and, if the proposed information measure is selected to receive an EU grant, the award of such contracts will be subject to the procedures indicated below.

**Information, dissemination, reproduction and publications** costs shall be taken into account provided that they are directly related to the information measure. Please give, for each publication and/or other materials, a description, an estimate of the number of pages and copies planned, the frequency and language of publication, an indication of the production costs per copy, as well as an estimate of the distribution costs where appropriate.

**Translation** costs must include the following details: the number of languages, the number of pages to be translated and the rate applied per page.

**Interpretation**: the different components must be specified. In particular, the number of languages, the number of interpreters, the number of days and the daily rates must be specified. Interpreters should be hired locally. For their travel and subsistence expenses to be covered by the grant, it must be impossible to hire them locally and it must be explained why this is so.

**Specific Evaluation**: if the call or the proposed information measure requires some form of evaluation, monitoring and evaluation methods must be developed, as well as tools to assess, on an ongoing basis, the progress of the information measure in relation to the objectives defined at the beginning and the results. The cost of such work will be regarded as
eligible expenditure, either under Heading 1 Staff costs if the work is done internally or under Heading 3 Costs of services, or under Specific Evaluation if done by an external expert.

**External Expertise:** this heading should include costs relating to: i) implementing service contracts not covered under the previous sub-headings; ii) costs relating to the subcontracting of tasks forming part of the information measure.

The Financial Regulation lays down the principles that should govern the conclusion of external contracts necessary to implement the information measure: the beneficiary must award the contract to the tender offering **the best value for money, i.e. the best price-quality ratio, or, as appropriate, to the tender offering the lowest price**24. In doing so, the beneficiary shall take care to avoid any conflict of interests.

In addition the beneficiary shall ensure that the conditions applicable to itself under the articles of the General Conditions to the grant agreement related to liability, conflict of interests, confidentiality, ownership and use of results (including intellectual and industrial property rights), checks, audits and evaluation are also applicable to the contractors.

The beneficiary remains solely responsible for carrying out the information measure and for compliance with the grant agreement. The beneficiary must undertake the necessary arrangements to ensure that the contractors and subcontractors waive all rights in respect of the Commission under the agreement.

Within the respect of these principles, the beneficiary may organise the award of contracts according to their usual practices.

Contracts and Sub-contracts entered into by a "public" beneficiary, i.e. a "contracting authority" within the meaning of EU Directives on public procurement procedures25 must be awarded in accordance with the applicable national rules on public procurement.

Where the value of the procurement contract to be awarded exceeds EUR 60 000, the Financial Regulation allows26 the Authorising Officer to request beneficiaries to apply specific rules of procedure which are based on the Financial Regulation and determined with due regard to the principles of proportionality and simplification taking account of the estimated value of the contracts concerned, the relative size of the Union contribution in relation to the total cost of the information measure and the management risk.

If specific conditions are imposed, these will be indicated in the text of the call document and will be considered conditions for the eligibility of costs. They will, therefore, be inserted in the grant agreement (under "Other special conditions"). At the time of the final payment the respect of the rules may be checked in order to guarantee the eligibility of costs.

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24 Article 209 (2) RAP  
26 Article 209 (2) RAP
Additional rules concerning subcontracting of tasks:

a) subcontracting may not cover core tasks of the information measure;
b) recourse to the award of subcontracts must be justified in relation to the nature of the information measure and what is necessary for its implementation;
c) the tasks to be subcontracted must be set out in the description of the information measure and the corresponding estimated costs must be set out in detail in the budget estimate;
d) if not foreseen in the initial proposal (and subsequently in Annex I to any Grant agreement), any recourse to subcontracting while the information measure is underway shall be communicated by the beneficiary to and approved by the Commission.

The Commission may grant approval:

i) before any recourse to subcontracting, if the beneficiary requests an amendment as provided for in the relevant Article of the grant agreement; or

ii) after recourse to subcontracting if the subcontracting (i) is specifically justified in the final technical report and (ii) does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

NB.: Since a negative opinion by the Commission with regard to the criteria indicated in point ii) above would entail the related costs being declared ineligible, it is strongly recommended that you seek prior written approval of the Commission before having recourse to any subcontracting not foreseen in Annex I to the grant agreement.

e) the beneficiary must undertake to ensure that the terms, mentioned above, applicable to itself under the agreement are also applicable to the subcontractor;
f) the beneficiary shall ensure that the conditions applicable to itself under the relevant article of the grant agreement regarding visibility of Union funding are also applicable to the subcontractors;
g) the coordinator shall not subcontract any part of its tasks to the other beneficiaries (in the case of multi-beneficiary grant agreements) or to any affiliated entity, associated organisation or donor.

6.2.4 Administration costs (Heading 4 of the budget form)

Depreciation for purchase of equipment: the purchase cost of equipment or other assets (new or second-hand) is eligible provided that it is written off in accordance with the international accounting standards and the beneficiary’s usual accounting practices and has been purchased in accordance with the procurement rules indicated above. Only the portion of the equipment’s depreciation corresponding to the period of eligibility for EU funding covered by the grant agreement and the rate of actual use for the purposes of the information measure may be taken into account by the Commission.

Administration costs also include the specific sub-headings: Rental of meeting rooms (coffee breaks included); Rental of interpretation booths; Costs for external audits required by the call or grant agreement (see section 16 below); Financial costs such as those relating to any

27 Article 126 (3) FR
bank guarantee required under the terms of the specific call or grant agreement (see section 12 below) and other administrative costs such as costs for consumables and supplies directly assigned to the information measure and purchased according to the procurement rules.

6.2.5 Eligible indirect costs – Overheads (Heading 5 of the budget form)

Indirect costs are general administrative costs – overhead costs incurred in connection with the eligible direct costs of the information measure. They are limited to a flat-rate of 7% of the total eligible direct costs for the information measure. These can include maintenance, stationery, photocopying, mailing postage, telephone, internet and fax costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the information measure. Postage costs are considered as overhead costs and cannot be accepted under the headings "publications" or "administration".

If the accepted budget includes a provision for flat-rate funding in respect of indirect costs, such costs do not need to be supported by accounting documents.

Indirect costs are not eligible for an information measure where the beneficiary already receives an operating grant from the EU budget during the period in question.

7. INELIGIBLE COSTS

The following costs are ineligible and therefore not accepted:
- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by the beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a specific grant for an action awarded to the beneficiary when it receives an operating grant financed from the Union budget during the same period in question;
- contributions in kind\textsuperscript{28}: these are contributions that are not invoiced, such as voluntary work, equipment or premises made available free of charge;
- excessive or reckless expenditure;
- deductible VAT. VAT\textsuperscript{29} will be ineligible when the activities to be supported through the grant are taxed activities/exempt activities with right of deduction or activities engaged in by bodies governed by public law acting as a public authority of a Member State (i.e. activities resulting from the exercise of sovereign powers or prerogatives exercised by Member States

\textsuperscript{28} Article 183 (2) RAP
\textsuperscript{29} Article 126 (3) (c) FR
under the special legal regime applicable to them in line with Article 13(1) of Council Directive 2006/112/EC30: e.g. police, justice, definition and enforcement of public policies, etc.).

8. INCOME

Total income must be identical to total expenditure. The income side of the budget must show:

- The beneficiary's contribution: the direct monetary contribution from the applicant's own resources (i.e. an effective expenditure for which a financial flow can be traced in the accounts);

- Any financial contributions given by third parties to a beneficiary or to an affiliated entity, if they are specifically assigned by the third parties to the financing of the eligible costs of the action reimbursed by the Commission in accordance with Article 1.3.2(a)(i) of the grant agreement.

The following are not considered receipts:

(a) financial contributions by third parties, if they may be used to cover costs other than the eligible costs under the Agreement;
(b) financial contributions by third parties with no obligation to repay any amount unused at the end of the implementation period;

- The revenue generated by the information measure: any income expected to be generated by the implementation of the information measure should be detailed (such as the yield from sales of publications or conference registration fees).

- The EU grant: the grant requested from the Commission.

9. CALCULATION OF THE FINAL GRANT AMOUNT

If the proposal is selected for a grant, the Commission will calculate the EU contribution as a percentage of the total eligible costs as shown in the estimated budget for the implementation of the information measure.

The Commission reserves the right to invite the applicant to correct the grant requested if the proposal is acceptable but includes ineligible costs or requires non-substantial adjustments to optimise cost-effectiveness (e.g. reduction of number of working days if these are estimated to be too high, elimination of non-essential activities, etc.).

**Determination of the final amount of the grant**

The EU final grant is calculated on the basis of the **actual** eligible expenditure by applying the "double ceiling" rule and verifying compliance with the non-profit rule.

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- Application of the "double ceiling" rule limiting the grant both to the percentage of the eligible costs and to the maximum amount mentioned in the grant agreement

The EU final grant is calculated by applying the percentage for the co-financing of the eligible costs laid down in the grant agreement to the total of the actual eligible costs. This amount must not exceed the maximum amount for the EU grant laid down in the grant agreement. If the actual expenditure turns out to be lower than the estimated budget, the actual grant will be calculated on the basis of the % of total eligible costs foreseen in the grant agreement. If the actual expenditure turns out to be higher than the expenditure budgeted, the EU grant will not be increased above the maximum amount of the grant foreseen in the grant agreement. It is therefore in the applicant’s interest to submit a realistic estimate of expenses.

- Verification of compliance with the no-profit rule

The grant may not have the purpose or effect of producing a profit within the framework of the action for the beneficiary. Profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. The receipts referred to above shall be limited to income generated by the information measure up to the date on which the request for payment of the balance is drawn up by the beneficiary as well as financial contributions specifically assigned by the donors to the financing of the eligible costs.

Any income of the information measure must be indicated in the estimated budget and the final financial statement. If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the information measure approved by the Commission for the categories of costs referred to in Article I.3.2(a) (i) of the grant agreement (as compared to the amount calculated following application of the "double-ceiling rule" indicated above).

A mere forecast of expenditure does not give entitlement to a grant. This is why the exact amount of the final grant cannot be calculated until the Commission has received the final activity report and the final statement of expenditure. The expenditure that is committed to the implementation of the information measure must be justified by invoices or equivalent supporting documents, in order to be accepted as actual expenditure. It must also relate to actual rather than budgeted costs.

10. AGREEMENT GOVERNING THE GRANT

Should the Commission award a grant, a grant agreement setting out the conditions and maximum level of funding will be concluded with the beneficiary. A multi-beneficiary grant agreement will be signed in the case of proposals submitted by a consortium. The agreement will detail the specific obligations of the coordinator and the other beneficiaries.

31 Article 125 (4) FR
32 Article II.25.3 of the Grant Agreement
Successful applicants/coordinators will receive two original copies of the grant agreement for acceptance and signature. Both of these copies must be sent back to the Commission, which will then return one of them once it has been signed by both parties.

11. REPORTING PERIODS AND PAYMENT ARRANGEMENTS

Reporting will take place every 4 months; details will be laid down in the grant agreement.

Payments will be made to the beneficiary or to the beneficiary acting as co-ordinator in the case of proposals submitted by a consortium.

Payment of the grant will be made in pre-financing instalment(s), interim payment and a final payment (the balance). The aim of the pre-financing is to provide the beneficiaries with a float. The pre-financing remains the property of the Union until the payment of the balance. The frequency and size of pre-financing, interim payment and final payment will in principle be as described hereafter but may be adjusted according to the risk assessment of the responsible authorising officer.

For grants between 70 000 EUR and 200 000 EUR, two pre-financing instalments and a final payment will be made as follows:

- A pre-financing payment of 30% of the grant within 30 calendar days from the entry into force of the grant agreement. In the case a guarantee is required, the pre-financing payment will be subject to the receipt of the guarantee.

- A second pre-financing of 40% within 60 calendar days from receipt by the Commission of a request for payment, a progress report on the implementation of the information measure and a detailed statement on the use of the previous pre-financing instalment. The request for payments must be submitted within 60 calendar days following the end of the reporting period in question. Where the consumption of the previous pre-financing is less than 70%, the amount of the new pre-financing payment shall be reduced by the unused amounts of the previous pre-financing payment. If a guarantee is required, the pre-financing payment will be subject to the receipt of the guarantee.

- Final payment will be made within 60 calendar days from receipt by and subject to the approval of the Commission of the request for payment of the balance, the final technical implementation report and final financial statement (and, if required, a certificate on the financial statements and underlying accounts). If the total amount of earlier payments is greater than the final amount of the grant, the payment of the balance will take the form of a recovery.

For grants above 200 000 EUR and up to 500 000 EUR, one pre-financing, one interim payment and a final payment will be made as follows:

33 Except in cases of suspension of the time limits for payments; Article II. 24.1 of the model grant agreement.
34 Article 207 (1) RAP
35 See footnote 32.
- A pre-financing payment of 30% of the grant within 30 calendar days from the entry into force of the grant agreement. In the case a guarantee is required the pre-financing payment will be subject to the receipt of the guarantee.

- An interim payment of 40% within 60 calendar days\textsuperscript{36} from receipt by the Commission of an interim technical report, and interim financial statement and a certificate on financial statement. The request for payment must be submitted within 60 calendar days following the end of the second reporting period.

- Final payment will be made within 60 calendar days\textsuperscript{37} from receipt by and subject to the approval of the Commission of the request for payment of the balance, the final technical implementation report and final financial statement (and, if required, a certificate on the financial statements and underlying accounts). If the total amount of earlier payments is greater than the final amount of the grant, the payment of the balance will take the form of a recovery.

Final technical report and final statement of costs accompanied by supporting documentation are to be sent to the Commission both electronically as well as in paper form. Reports must be submitted in English using the available reporting template.

\textbf{12. GUARANTEE\textsuperscript{38}}

The Commission may require the beneficiary to provide a guarantee in advance, in order to limit the financial risk linked to the payment of the pre-financing.

The decision to request of bank guarantee is only possible for grants of more than EUR 60 000, and is to be taken by the responsible authorising officer, if he/she deems it appropriate and proportionate, on a case-by-case basis and subject to a risk analysis.

This guarantee shall be denominated in euro and shall be valid for a period sufficiently long to allow it to be activated. The guarantee shall be provided by an approved bank or financial Institution established in one of the Member States.

The guarantee shall remain in force until the pre-financing is cleared against payment of the balance by the Commission, and, in case the payment of the balance is made in the form of a debit note, three months after the debit note is notified to the beneficiary. The Commission shall release the guarantee within the following month.

In exceptional cases, the guarantee may be replaced by a joint and several guarantee by a third party or by the irrevocable and unconditional joint guarantee of the beneficiaries of an information measure who are parties to the same grant agreement.

\textsuperscript{36} See footnote 32.
\textsuperscript{37} See footnote 32.
\textsuperscript{38} Article 134 FR and 206 RAP
13. BANK ACCOUNT AND INTEREST GENERATED BY PRE-FINANCING PAYMENTS

Payment shall be made to the beneficiary's bank account or sub-account denominated in Euro (in the case of a consortium to the bank account of the beneficiary acting as coordinator). Interest yielded by the pre-financing payments is not compulsory nor must it be reimbursed to the EU budget.

14. SUBMISSION OF FINAL REPORTS AND OTHER DOCUMENTS

Within 60 days after the closing date of the information measure, the beneficiary must submit to the Commission the final report on implementation of the information measure ("final technical report"), along with a final financial statement of all actual expenditure and actual revenue ("final financial statement").

If the beneficiary fails to submit the request for payment of the balance accompanied by the above mentioned documents within the above deadline, the Commission shall send a written reminder. If the beneficiary still fails to submit them within 60 days following the reminder, the Commission reserves the right to terminate the agreement.

Should the final report be deemed to be inadequate or of low quality, the Commission reserves the right to request additional information suspending the time limit for payment specified in the grant agreement. When the suspension exceeds two months, the beneficiary may request a decision by the Commission on whether the suspension is to be continued.

15. PUBLICITY

All grant beneficiaries are required to clearly mention the fact that they have received funding from the European Union in any publication, in other information or promotional materials, and during activities (conferences or seminars, etc.), for which the grant is used, using the following wording: "With financial support from the European Union". The emblem of the European Union, given at the following web address: [http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm](http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm) should also be visible. When displayed in association with another logo, the European emblem must have appropriate prominence.

Any communication or publication by the beneficiary/ies related to the information measure, in any form and using any means, including the Internet, shall indicate that it reflects only the author's view and that the Commission is not responsible for any use that may be made of the information it contains.

In addition to these minimum requirements, references specified in the text of the call for proposals must also be indicated.

All grants awarded in the course of a financial year shall be published on the Internet site of the EU institutions during the first half of the year following the closure of the budget year in respect of which they were awarded.
By signing the grant agreement for an information measure, the beneficiary/ies authorises the Commission to publish the following information in any form and medium, including via the Internet site of the EU:\(^{39}\):
- the beneficiary's/ies' name/s and the address/es
- the subject of the grant,
- the amount awarded and the rate of funding of the costs of the information measure.

Upon a duly substantiated request by the beneficiary/ies, publication of this data may be waived if it threatens the safety of the beneficiary or harms its business interests.

### 16. CHECKS AND AUDITS

An external audit report is required in the following cases:

**Audit report in support of requests for payment\(^{40}\)**

An audit report (certificate on the financial statements of the action and underlying accounts) produced by an approved external auditor or in case of public bodies, by a competent and independent public officer may be required by the authorising officer in support of any payment, on the basis of his assessment of risks. The certificate shall be attached to the payment request.

It is compulsory for payments of balances in the case of a grant for an information measure of EUR 750 000 or more, when the cumulative amounts of payment requests is at least EUR 325 000.

In case of an agreement between the Commission and a number of beneficiaries, the thresholds shall apply to each beneficiary.

The purpose of the audit report is to certify, in accordance with a methodology approved by the authorising officer responsible and on the basis of agreed-upon procedures compliant with international standards, that the costs declared by the beneficiary in the financial statements on which the payment request is based are real, accurately recorded and eligible in accordance with the grant agreement. In specific and duly justified cases, the authorising officer responsible may request the certificate in the form of an opinion or other format in accordance with international standards.

The obligation to provide such a certification of the financial statements and underlying accounts may be waived based on a risk assessment:

- in the case of grant beneficiaries which are public bodies or international organisations
- in the case of beneficiaries of multiple grants who have provided independent certification offering equivalent guarantees on the control systems and methodology used to prepare their claims.
- where an audit has been or will be directly done by the Commission's own staff or by a body authorised to do so on its behalf and which provides equivalent assurances about the costs declared.

\(^{39}\) Article 128 (3) FR and Article 191 (1) RAP

\(^{40}\) Article 207 (3) RAP
In any case, the beneficiary himself shall certify on his honour that the information contained in requests for payments is full, reliable and true. He shall also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that requests for payment are substantiated by adequate supporting documents that can be checked.

The beneficiary/ies undertakes to provide any detailed information requested by the Commission or by another qualified outside body chosen by the Commission for the purposes of checking that the information measure and the provisions of the agreement are being properly implemented. The beneficiary must enable the Commission and/or the Court of Auditors to verify the organisation’s accounting documents, if they deem this appropriate. To this end, documentation justifying items of expenditure must be retained by the applicant’s organisation for five years following final payment by the Commission.

17. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as names, addresses, CVs). Such data will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the grant application in accordance with the specification of the call for proposals and they will be processed solely for that purpose by the department responsible for the EU grant programme concerned. On request, applicants may be sent personal data to correct or complete. For any question relating to these data, please contact the Commission department to which the form must be returned.

Details concerning the processing of personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

18. EARLY DETECTION AND EXCLUSION SYSTEM (EDES Database)

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation. For more information, see the Privacy Statement on http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf.

19. HOW TO APPLY: ADMISSION REQUIREMENTS

The following admittance requirements must be complied with:

1) Applications must be submitted by post (registered letter or equivalent and the postmark will serve as proof of the date of posting) or courier service (date of receipt by the courier

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41 OJ L 8, 12.1.2001
service serving as proof of date of sending) or delivered by hand (see Section 14 for address) no later than 16 October 2017

2) Applications must be submitted in writing (see Section 14), using the application and budget forms available at http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

3) Applications must be drafted in one of the EU official languages.

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

If the application is not submitted in English, it is recommended to accompany it by a summary of the proposal in English. Applicants (including single taxable entities) can submit only one application for this call for proposals.

20. SUPPORTING DOCUMENTS

20.1 Supporting documents for eligibility criteria

In order to assess the applicants’ eligibility as specified under section 1 of the call for proposals, the following supporting documents are requested:

- **private entity**: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);

- **public entity**: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

- **affiliated entities** shall demonstrate their legal/capital link with the applicant.

Entities which do not have legal personality under the applicable national law may be eligible applicants, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the Union’s financial interests equivalent to that offered by legal persons and provide evidence that they have financial and operational capacity equivalent to that of legal persons.

Entities without legal personality should submit the documents listed above. Where the documents listed above cannot be provided, they must be substantiated by any document deemed relevant. In addition, these entities must provide a document certifying that their legal representatives have the capacity to undertake legal obligations on their behalf.

20.2 Supporting documents for exclusion criteria

The applicant (lead and co-applicants) and affiliated entities must sign a declaration on their honour certifying that they are not in one of the situations referred to in Articles 106(1) and
This obligation may be fulfilled in one of the following ways:

(i) the applicant signs a declaration in its name and on behalf of its affiliated entities or
(ii) the applicant and its affiliated entities signs each a separate declaration in their own name.

### 20.3 Supporting documents for selection criteria (financial and operational capacity)

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

- The profit and loss account, the balance sheet for the last available financial year for which the accounts were closed or, for newly created entities, a business plan that might replace the above documents.

The verification of the financial capacity will not apply to public bodies.

On the basis of the documents submitted, if the financial capacity is considered weak the European Commission may request further information. If the financial capacity is considered insufficient the application will be rejected.

In relation to the operational capacity, applicants have to submit a declaration on their honour and the following supporting documents:

- the organisation’s activity reports of the last two years (if applicable);
- a list of previous projects/activities performed and related to the call or a list of activities that have been carried out in the last two years (maximum 4 projects/activities).

Additional supporting documents may be requested to confirm the operational capacity.

Entities without legal personality must provide evidence that they have operational and financial capacity equivalent to that of legal persons.

If the lead applicant is considered not to have the required financial or operational capacity, the application as a whole will be rejected. If a co-applicant is considered not to have the required financial or operational capacity, this co-applicant will be removed from the

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consortium and the application will be evaluated without this co-applicant. In addition, the costs that are allocated to the non-selected co-applicant will be removed from the budget. If the application is accepted, the work programme will have to be adapted as appropriate.

21. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted in accordance with the formal requirements and by the deadline set out in the call for proposals and in these guidelines.

No modification to the application is allowed once the deadline for submission has elapsed. However, where, due to an obvious clerical error on the part of the applicant, the applicant omits to submit evidence or to make statements, the Commission shall ask the applicant to clarify and/or provide the missing information/documents during the evaluation process. Such information or clarification shall not substantially change the proposal.

Applicants will be informed in writing about the results of the selection process.

The proposals shall be submitted on paper. Application forms and relevant documents are available at: http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Applications shall be submitted in the correct form, duly completed and dated. They must be submitted in 3 copies (one original clearly identified as such, and 2 copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent in a sealed envelope to the following address:

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|------------------------|-----------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| In person (hand delivery) | 23:59 CET | Proof of receipt, signed and dated by the official in the central mail department who takes delivery | To the attention of the Head of Unit – Mrs Monfret Agnes
Central Mail Service
Avenue du Bourget, no 1/Bourgetlaan 1
B-1140 Brussels
BELGIUM |

The admissibility of applications will be evaluated on the basis of submission on paper.

Mail can be received from 07.30 to 17.30 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

In addition to the submission on paper, the applicant is requested to submit an electronic copy of the proposal and all its annexes on a CD-ROM or USB stick in the same envelope as the paper version. The paper copy takes precedence.

**Contacts**

Any additional specific questions related to this call may be addressed to:

European Commission
Directorate-General for Regional and Urban Policy
Directorate for Budget, Communication and General Affairs
Budget and Financial Management Unit A3

E-mail address: REGIO-CONTRACTS@ec.europa.eu

The answers to the questions submitted will be published in the Q&A list at http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/ to ensure equal treatment of all potential applicants.

Questions may be sent by to the above address no later than 10 days before the deadline for the submission of proposals.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website. It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.
No individual reply to requests concerning the progress of the procedure may be provided by the means of the above-mentioned electronic address. In order to guarantee equal treatment, the European Commission may not give preliminary opinions on the eligibility of an applicant or the quality of the envisaged information measure.

22. ANNEXES

- Application form (with the checklist of documents to be provided)
- Model grant agreement
- Budget form
- Declaration on honour

All documents are available at the following link: