



Contracting Authority: European Commission

IPA 2009 Information and Communication Programme

**Support for Production and Dissemination of
Audiovisual Programmes about EU Enlargement in the
Candidate countries and Potential Candidates**

Guidelines
for grant applicants

Budget line 22 04 02

Reference: call for proposals number

Deadline for submission of proposals: 19 January 2010.

NOTICE

Notice

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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1. IPA INFORMATION AND COMMUNICATION PROGRAMME

1.1 BACKGROUND

The EU has confirmed the EU perspective of the Western Balkans and Turkey, subject to fulfilment of the necessary conditions but broad public support is essential to sustain the enlargement process. Maintaining the reform momentum and the credibility of enlargement policy in the candidate countries and potential candidates in Southeast Europe¹ is a particular challenge of the European Commission Communication strategy on enlargement.

Within the framework of this strategy, DG Enlargement intends to support a series of projects aimed at enabling and promoting a better informed debate about the EU and its policies with particular emphasis on subjects related to the EU's enlargement policy.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to contribute to better information of citizens of the countries beneficiary of IPA on EU policies and their relevance for their daily life as well as for the EU perspective of the region as such..

The **specific objectives** of this Call for Proposals are:

- To increase the number of quality TV programmes about the EU policies produced and broadcast in IPA beneficiary countries.
- To stimulate an informed public debate in the countries beneficiary of IPA about the benefits and challenges of EU accession process
- To enhance the position of independent media and standards of television production in the beneficiary countries, through partnership building, exchange of programmes and flow of information

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 700 000. The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant awarded under this Call for Proposals will be within the following minimum and maximum amounts:

- minimum amount: EUR 50 000
- maximum amount: EUR 150 000

In addition, no grant may exceed 85 % of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget.

¹ The candidate countries are Croatia, the former Yugoslav Republic of Macedonia and Turkey. The potential candidates are Albania, Bosnia and Herzegovina, Montenegro, Serbia as well as Kosovo under UNSCR 1244/99.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be public or private broadcasters (TV) registered in a country beneficiary of IPA, **or**
- producers of Audiovisual programmes (TV), in so far as they can prove a broadcasting commitment from a broadcaster registered in a country beneficiary of IPA **and**
- be nationals² of a Member State of the European Union, of a country that is beneficiary of the Council Regulation (EC^o N^o 1085/2006, of 17 July 2006, establishing an Instrument for Pre-accession Assistance (IPA) (Albania, Bosnia and Herzegovina, Croatia, Kosovo (under UNSCR 1244), Montenegro, Serbia, The former Yugoslav Republic of Macedonia and Turkey), of a country that is a beneficiary of the European Neighbourhood and Partnership Instrument (Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority of the West Bank and Gaza Strip, Russian Federation, Syria, Tunisia, Ukraine), or a Member State of the European Economic Area (Island, Liechtenstein, Norway) **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In **part B section VI** of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

2 Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a “Memorandum of Understanding” has been concluded.

2.1.2 Partnerships and eligibility of partners

Applicants may act individually or with partner organisations.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 Eligible actions: actions for which an application may be made

Eligible actions: production of TV Programmes about the EU and its policies and distribution of these programmes in one or several countries beneficiary of IPA.

Duration

The planned duration of an action may not exceed 18 months.

Sectors or themes

The TV Programmes must deal with EU policies relevant to the priority themes of the EU integration process in the IPA beneficiaries, among others:

- Good governance
- Human rights and protection of minorities
- Regional issues
- Economic and social development
- Development of civil society
- Obligations of membership and European standards

These themes will be treated in order to

- emphasise the EU' s commitment to the European perspective of the Beneficiaries
- promote concrete results of EU pre-accession assistance
- improve understanding about the EU enlargement policy and the benefits it brings for the citizens of the Beneficiaries
- inform the citizens of the IPA beneficiary countries about the EU and its policies.

Location

The supported TV programmes must be broadcast in one or more countries beneficiary of IPA.

Types of action

All projects must respond to one at least of the specific objectives listed under point 1.2. and cover at least one of the themes listed under point 2.1.3.

The actions proposed must define their qualitative (originality, performance) and quantitative (population covered, volume of products distributed, etc.) objectives and provide details on resources and means to be deployed. In the case of a set of varied activities aimed at a specific group, the project must be presented in the form of a coherent action plan and calendar.

The actions must reach a maximum audience. Actions involving cross-border cooperation, eg co-production and/or distribution in more than one country beneficiary of IPA, are encouraged.

Types of activity

- TV Programmes such as documentaries, docudramas, educational programmes on themes specified above (under section 2.1.3), **which require original research, writing, shooting and editing,**
- TV programmes belonging to the category "Infotainment", like for example educational quiz shows
- Discussion fora – to the extent that the proposal action concerns a series of programmes and not a one-off programme

The minimum duration of an individual programme or of a series of programmes is 20 minutes.

To be eligible, any type of TV programme must include a proof of a broadcasting commitment by a TV broadcaster in at least one IPA beneficiary, but possibly more IPA Beneficiaries.

Each application can only contain one type of TV programme. A series of programmes of the same type, for example a series of documentaries, is considered as one type of TV programme and can therefore be presented in one application.

The following types of action are ineligible:

- productions for which firm broadcasting commitment in at least one IPA beneficiary countries cannot be demonstrated.
- Productions ideologically biased or partisan in nature.

Number of applications and grants per applicant

An applicant **may** submit more than 1 application under this call for proposals.

An applicant **may not** be awarded more than 1 grant under this call for proposals.

An applicant **may** at the same time be partner in another application

Partners **may** take part in more than one application

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note

that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- currency exchange losses;
- credits to third parties;
- taxes, included value added taxes;
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- operating costs;
- second hand equipment;

- bank charges, cost of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR³ for applicants and their partners for this Call for proposal is not obligatory. However the applicant and partners can register their organisation data, and upload supporting documents in PADOR.

³ For further information on PADOR, please consult the following website:
http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm
Helpdesk for questions related to the functioning of PADOR:
Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

OPEN CALL FOR PROPOSALS

2.2.1 *Application form*

Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form included in the Grant Application Form annexes to these Guidelines (Annex A)

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send the Applications*

Applications must be submitted in one original and three copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the full name and address of the applicant, and the words "Not to be opened before the opening session".

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

EC Commission
Directorate General for Enlargement
Information and Communication Unit
Ms G. Gauggel-Robinson
200, rue de la Loi
B-1049 Brussels

Address for hand delivery or by private courier service

EC Commission
Directorate General for Enlargement

Information and Communication Unit
Ms G. Gauggel-Robinson
Building Charlemagne, 4th floor, Office nr 140
200, rue de la Loi
B-1049 Brussels

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is 19 January 2010 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16.00 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.]

2.2.4 *Further information for the Application*

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below addresse(s), indicating clearly the reference of the call for proposals:

E-mail address: ELARG-CfP-IPA2009@ec.europa.eu

Contracting Authority has no obligation to provide further clarifications after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.]

All questions related to PADOR registration should be addressed to the PADOR helpdesk: europeaid-on-line-registration-hd@ec.europa.eu

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its impact and reach, its methodology, viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action to the needs of the country/region to be addressed in general, and to those of the targeted audiences	5	
1.2 Relevance to the objectives mentioned in the Guidelines.	5(x2)*	
2. Effectiveness, impact and reach of the action	Sub-score	25
2.1 Broadcast guarantee during a time slot enabling to reach a maximum audience	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Importance of the geographic area covered by the action and visibility plan for the project in that area.	5(x2)*	
3. Methodology and sustainability of the action	Sub-score	10
3.1 Assessment of the coherence of the overall design of the action	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen by lot. **The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.**

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be

confident will comply with its objectives and priorities and guarantee the visibility of the **Community** financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 If the applicant is a broadcaster: Do the applicant and, if applicable, partners have sufficient share of audience in the home market? If the applicant is a producer do the applicant and, if applicable, partners have sufficient experience in producing programmes of the kind submitted under the present call for proposals?	5 x 2
1.2 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)	5
1.3 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	30
2.1 How relevant is the proposal to the objectives of the call for proposals?	5 x 2
2.2 How relevant to the particular needs of the target country/countries or region(s) is the proposal?	5 x 2
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? Is the chosen subject and its treatment inductive to attract the targeted audience?	5 x 2
3. Methodology, impact and reach	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? What is the geographical area covered?	5
3.3 Is the broadcast guaranteed during a time slot enabling to reach a maximum audience?	5
3.4 Is the visibility of the project ensured?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
4. Sustainability	10
4.1 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.2 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding end</i>)? - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action</i>)?	5
5. Budget and cost-effectiveness	15

5.1 Is the ratio between the estimated costs and the expected results, the reached audience, the impact of the action, satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action? Is the budget consistent and justified compared to market prices?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2. Relevance

If the total average score is less than 24 points for section 2, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:⁴

1. The statutes or articles of association of the applicant organisation⁵ and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.⁶
2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)⁷.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous

⁴ No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

⁵ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

⁶ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

⁷ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

5. The applicant supplies evidence of the amount of the co-financing brought either with its own resources or in the form of financial transfers from third parties.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	Not applicable	Not applicable
Deadline for request for any clarifications from the Contracting Authority	29 December 2009	16:00
Last date on which clarifications are issued by the Contracting Authority	8 January 2009	-
Deadline for submission of Application Form	19 January 2010	16:00
Information to applicants on the opening & administrative check (step 1)	29 January 2010*	-
Information to applicants on the evaluation of the Concept Notes (step 2)	5 March 2010*	-
Information to applicants on the evaluation of the Full Application Form (step 3)	26 March 2010*	-
Notification of award (after the eligibility check) (step 4)	28 April 2010*	-
Contract signature	30 May 2010*	-

***Provisional date.** All times are in the time zone of the country of the Contracting Authority

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the Contract.

2.7 EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)⁸

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)⁹

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

⁸ Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

⁹ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.