EUROPEAN COMMISSION
DG ENVIRONMENT

Community framework for cooperation in the field of accidental or deliberate marine pollution

Grant applications guide 2005

Includes detailed information on the call for proposals and advice on how to prepare your application
## HOW TO PREPARE YOUR APPLICATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  USEFUL ADDRESSES</td>
<td>1</td>
</tr>
<tr>
<td>2.  WHAT IS THE COMMUNITY FRAMEWORK FOR COOPERATION IN THE FIELD OF ACCIDENTAL OR DELIBERATE MARINE POLLUTION?</td>
<td>2</td>
</tr>
<tr>
<td>3.  WHAT PROJECTS CAN BE CO-FINANCED?</td>
<td>3</td>
</tr>
<tr>
<td>4.  HOW MUCH WILL THE COMMISSION GRANT?</td>
<td>7</td>
</tr>
<tr>
<td>5.  WHO CAN SUBMIT A PROPOSAL? WHO MAY PARTICIPATE?</td>
<td>8</td>
</tr>
<tr>
<td>6.  WHERE AND WHEN TO SUBMIT A PROPOSAL?</td>
<td>11</td>
</tr>
<tr>
<td>7.  HOW TO PREPARE AND DRAFT A PROPOSAL</td>
<td>12</td>
</tr>
<tr>
<td>8.  HOW ARE PROJECTS SELECTED?</td>
<td>26</td>
</tr>
<tr>
<td>9.  KEY REFERENCES AND WHERE TO FIND THEM</td>
<td>31</td>
</tr>
<tr>
<td>10. CHECK LIST AND LIST OF SUPPORTING DOCUMENTS TO ANNEX TO THE APPLICATION</td>
<td>32</td>
</tr>
</tbody>
</table>
Commission Services

The Community framework for cooperation in the field of accidental or deliberate marine pollution is managed by the Civil Protection Unit, in the Directorate General for Environment.

Postal address:
EUROPEAN COMMISSION,
Call for proposals in the field of Community cooperation against accidental or deliberate marine pollution
DG ENV.
Civil Protection Unit
BU-9 02/185
B-1049 BRUSSELS

• Fax (+32-2) 299 03 14
• E-mail address: ENV-A5@cec.eu.int
• INTERNET : http://europa.eu.int/comm/environment/civil/

Delivery by hand is possible at the following address only:

European Commission
Rue de Genève, 1
B – 1140 Brussels

Contact person in the Commission is:
Thomas de Lannoy

• Telephone number (+32-2) 298 67 96
• E-mail address: ENV-A5@cec.eu.int
2. What is the Community framework for cooperation in the field of accidental or deliberate marine pollution??


This framework has been established for the period 1 January 2000 to 31 December 2006 and its aim is to:

- support and supplement Member States’ efforts at national, regional and local levels for the protection of the marine environment, coastlines, and human health against the risks of accidental or deliberate pollution at sea;
- contribute to improving the capabilities of the Member States for response in case of incidents;
- strengthen the conditions for and facilitate efficient mutual assistance and cooperation between Member States in this field;
- promote cooperation between Member States in order to provide for compensation for damage in accordance with the polluter-pays principle.

You can get more information on the legal basis on the following web site:
http://europa.eu.int/comm/environment/civil/

**Indicative budget available for the 2005 Call:** 3.2 million Euro

---

3. WHAT PROJECTS CAN BE CO-FINANCED?

1- Priority fields

All project proposals should take into account finished and ongoing project results, published on the civil protection website: http://europa.eu.int/comm/environment/civil/marin/mp05_en_projects.htm.

They should involve several Member States.

Proposals can be submitted for one or more of the following priority fields for actions:

1. Response to heavy oil

The objective of the action is to compare methods within the European Union and to stimulate cooperation on methods of intervention in case of pollution by HFO (heavy fuel oil) and VFHO (very heavy fuel oil) both at sea and on the coast.

This should include the analysis of techniques, means of detection, recovery, neutralisation and waste management.

Expected outcome from the action:

- Guidelines on how to intervene in case of pollution by heavy oil at sea and on the coast, including a methodology regarding the technical and practical aspects connected to heavy oil recovery and neutralisation.

- Exchange of up-to-date knowledge and information on the subject, establishing a common basis for all EU Member States.

Type of action

training course, and/or workshops, and/or pilot projects, and/or exercises

2. Animal welfare

The objective of the action is to consider protection, retrieval, cleaning and rehabilitation of affected sea animals. The action will address the role played by the response actors, such as competent authorities, NGOs and volunteers in an European perspective, on the basis of previous experience. Particular attention should be paid to the problem of treating oiled birds.

Expected outcome from the action:

- Guidelines on protection, retrieval, cleaning and rehabilitation of oiled sea animals.

- Exchange on existing experiences in the field of sea animals assistance at European level

- Methodology for NGOs and volunteers in the field of animal welfare.

Type of action

training courses for volunteers and NGOs, and/or workshops, and/or pilot projects
3- Response to chemical pollution (Hazardous and Noxious Substances)

In order to compare methods and to stimulate cooperation among Member States, the objective of the action is to analyse the methods of intervention to recover and to minimise effects of the chemical substances carried in bulk or packages, by ships, on the sea surface and on the sea-bed, and the methods of neutralisation of hazardous and noxious substances spilled at sea.

Particular attention will be paid to the consequences of HNS on public health and the marine environment.

Expected outcome from the action:

- Methodology to assess environmental damage in case of marine pollution caused by chemical products carried in bulk or in package.
- Guidelines for chemical detection at sea and on the sea-bed.
- Exchange of up-to-date knowledge and information on public health protection in case of serious marine pollution caused by hazardous and noxious substances.

Type of action

training courses and/or workshops, and/or pilot projects, and/or exercises

4- Environmental impact of oil spills and other harmful substances

The objective of the action is to analyse the short, medium and long term environmental impact of previous oil and chemical spills, in order to establish criteria and guidelines to define a correct way on monitoring, assessment, and intervention techniques.

More specifically, the action could include the analysis of the behaviour and fate of oil, HNS, and dangerous goods lost at sea in past incidents, exercises, and experiments in order to prepare a code of good practice of incident monitoring.

With a view to assessing their environmental impact, it could also include an analysis of the instruments and techniques capable of detecting and mapping submerged oil and/or other pollutants on the sea-bed.

Expected outcome from the action:

- Guidelines on minimisation of environmental damage in case of marine pollution focusing on organisational and practical aspects.
- Criteria and methodologies regarding the environmental impact of oil, HNS, and dangerous goods lost at sea.

Type of action: training courses and/or workshops and/or pilot projects.

5. Oil pollution monitoring and detection

The objective of the action is to improve and stimulate European cooperation in the field of aerial surveillance and satellite valuation on accidental or deliberate marine pollution by oil in the European seas.
The action will in particular compare the existing operational aspects and methods for aerial surveillance used in the maritime Member States, taking into account when applicable satellite valuation.

**Expected outcome from the action:**

Guidelines on oil pollution monitoring and detection procedures used at European level.

**Type of action**

workshops, and/or training courses aimed notably at crew members of the aerial surveillance crafts.

2- **Type of actions**

According to annex II of the Decision 2850/2000/EC of the European Parliament and of the Council of 20 December 2000 setting up a Community framework for cooperation in the field of accidental or deliberate marine pollution, the following actions may be eligible:

**WORKSHOPS**

Workshops should be organised for a limited number of participants, i.e. approximately 50 people. Two participants (to be appointed by Member States via the Commission) for each maritime Member State, Norway and Iceland with particular qualifications in the sector, should be foreseen.

A workshop should address a specific issue. It should examine existing ways of addressing the issue at stake, taking into account the results of relevant initiatives already carried out. It is aimed at stimulating an exchange of experience between experts from the different Member States, Norway, and Iceland.

The objectives to be achieved must be clearly defined and laid down together with possible milestones and deliverables in a timetable.

A workshop should result in establishing guidelines, recommendations, or best practices, which could contribute to improving the level of preparedness and/or response at European level.

Participants should receive appropriate documentation in English, well in advance of each workshop. The duration of workshops can vary from 2 to 3 days.

**TRAINING COURSES**

Training courses should be organised for a limited number of participants in order to ensure effectiveness: in principle, 2 participants (to be appointed by Member States via the Commission) from the 20 maritime Member States, Norway and Iceland.

Training courses can be general or specialised. General courses are for personnel having only limited experience in the sector, specialised course are for personnel already working in this field. The lecturers should, if possible, come from different Member States. Participants should receive appropriate documentation in English well in advance of each course.

The duration of a training course can range from a minimum of 3 days to 5 days.

**EXERCISES**
The exercises are intended to compare methods, to stimulate cooperation between Member States and to back up progress in and to coordinate the national emergency services.

PILOT PROJECTS

Projects designed to increase the Member States’ capacity for response and rehabilitation, taking into account the existing European capacity and means. These projects are aimed mainly at improving means, techniques and procedures. Their scope shall interest all or a majority of Member States, and could include projects for the implementation of new technologies related to accidental or deliberate marine pollution.

On the basis of a clearly defined strategic objective, a pilot project will be planned over a series of stages with properly defined operational objectives, including milestones that allow deliveries as fixed in the project plan.

Projects involving two or more Member States will be encouraged.

A combination of different types of actions will also be eligible. Experience has shown for instance that workshops are often needed to validate the pilot project’s results against national best practice.

3- General guidelines

Participants in an action should receive appropriate documentation, either in English or in French, well in advance of each meeting. Simultaneous translation of the sessions and presentations must be provided at least in English.

The results of each action must be laid down in a final report, which shall be drafted as an analysis and synthesis of the whole action. Final reports should include proposals to be implemented by the public, or by the involved services or organisations.

Applicants who submit proposals for more than one priority must present a different proposal for each priority. Moreover, as the co-financing rate varies depending on the type of actions, applicants who propose a combination of different actions must present a different proposal for each action.
4. HOW MUCH WILL THE COMMISSION GRANT?

Before presenting a proposal, applicants should check the possibility to obtain financing under other Community financial instruments. Obviously, actions within a project that benefit or will benefit from aid under other Community financial instruments are not eligible under this program.

It may be possible that, at the moment of submitting your proposal to this program, the decision to grant the financing requested from other Community instruments has not yet been taken by the authorities responsible for the implementation of these financial instruments (usually national/regional authorities). If your proposal is pre-selected, the Commission will verify if the financing has been granted in the meantime. The final decision will only be taken once the Commission is sure that there will be no double financing.


Workshops

Maximum Community financial contribution: 75% of the total cost of the action with a ceiling of EURO 75,000 per action. The cost should include:

- travel and subsistence for all participants.
- support documents in English
- simultaneous interpretation in English and French

Training courses

Maximum Community financial contribution: 75% of the total cost of the action with a ceiling of EURO 75,000 per action.

The cost should include:
- Travel and subsistence for all participants;
- Support documents in English
- Simultaneous interpretation in English and French

Exercises

Maximum Community financial contribution: 50% of the costs of participation of observers from other Member States and for organising associated workshops, preparing the exercise, producing a final report, etc…

Pilot projects

Maximum Community financial contribution: 50% of the total cost of each project with a ceiling of EURO 150 000.
5. WHO CAN SUBMIT A PROPOSAL? WHO MAY PARTICIPATE?

This program is open to any legal person established in one of the EU Member States and Iceland, Liechtenstein and Norway. The Candidate Countries may participate in proposed actions at their own cost.

Proposals may envisage the collaboration of one or more participants in partnership. According to the roles and obligations of the various players, projects may have up to four types of participants in their implementation and funding:

- beneficiary
- partner(s)
- subcontractor(s)
- co-financiers (other than the European Commission)

Role and obligations of the beneficiary

The beneficiary is solely legally and financially responsible for the implementation of the project before the Commission.

The beneficiary receives the financial contribution of the Commission and assures, in the case of a partnership, the distribution of this financial contribution as specified in the agreements established with the partners.

The beneficiary is the single point of contact for the Commission and will be the only participant to report directly to the Commission on the technical and financial progress achieved. The beneficiary shall therefore provide interim and final cost statements and reports in which the data provided by the partners is incorporated, verified and shown to be consistent with any corresponding cost statement.

The beneficiary will be directly involved in the technical implementation of the project and the dissemination of the project results.

The beneficiary shall maintain up-to-date books of accounts, in accordance with the normal accounting conventions imposed on him by law and existing regulations. He shall keep all appropriate supporting documentation for all expenditure, income and revenue of the project reported to the Commission (including copies of those of partners and subcontractors), such as invoices, time sheets and the documents used for the calculation of the overheads. This documentation shall be clear, precise and effective.

The beneficiary will conclude with potential partners, any agreements necessary for the completion of the work, provided these do not infringe on their obligations, as stated in the Decision/agreement/contract of the Commission. Such agreements should describe clearly the roles, rights and responsibilities of the participants. The agreements should describe the tasks to be performed by each participant and define the financial arrangements. Such agreements should stipulate that the Community may exercise the same rights and guarantees vis-à-vis the partners as towards the beneficiary himself. The essential elements of these agreements will be notified to the Commission when finalised.

The beneficiary shall ensure that sub-contractors issue invoices including a clear reference to the project. The invoices as well as any supporting documents for choosing the sub-contractor, and all the details concerning the service delivered, should be kept on file.
The beneficiary is under the obligation to assure the publicity of the Community support as detailed in grant agreement.

The beneficiary is required to share freely with his partners the know-how necessary for the execution of the project.

**Role and obligations of partners**

The partners shall be directly involved in the technical implementation of one or more tasks of the project.

The partners shall benefit from the financial contribution of the Commission as stipulated in the agreement between partners and beneficiary.

The partners shall maintain up-to-date books of account, in accordance with the normal accounting conventions imposed on them by law and existing regulations. They shall keep all appropriate supporting documentation for all expenditure, income and revenue of the project as reported to the Commission by the beneficiary, such as invoices, time sheets and the documents used for the calculation of the overheads. This documentation shall be clear, precise and effective.

The partners have the obligation to provide the beneficiary, in charge of the technical and financial reporting to the Commission, with all necessary documents required for this activity.

Partners do not report directly to the Commission on the technical and financial progress unless explicitly requested to do so by the Commission.

The partners shall ensure that sub-contractors issue invoices including a clear reference to the project. The invoices as well as any supporting documents for choosing the sub-contractor, and all the details concerning the service delivered, should be kept on file.

Partners are required to share freely with the beneficiary and other partners the know-how necessary for the execution of the project.

The partners are under the obligation to assure the publicity of the Community support as detailed in the grant agreement.

Partners will not act, in the context of the project, as sub-contractor to the beneficiary or other partners.

**Role and obligations of subcontractors**

For specific tasks of a fixed duration, a project may also include subcontractors, who are not considered as partners.

Subcontractors provide external services to the beneficiary and/or partners who fully fund their activity.

Subcontractors make no financial investment in the project and therefore do not benefit from any intellectual property rights arising from the achievements of the project.

The award of sub-contracts by a public beneficiary/partner(s) must comply with the applicable rules on public tendering and be in conformity with Community Directives on public tendering procedures. Other types of beneficiaries should be able to prove that they have prospected the market in order to obtain best value for money.
All invoices from subcontractors shall include a clear reference to the project (i.e. number and title or short title) and to the order/subcontract issued by the beneficiary/partner. All invoices shall also be sufficiently detailed as to allow identification of single items covered by the service delivered (i.e. clear description and cost of each item).

**Project co-financiers (other than Community funding)**

Co-financers contribute financial resources to the project and shall not benefit from the Community contribution except in the case where they are also partners to the project.

Co-financiers are not required to be directly involved in the technical implementation of the project.

The beneficiary and/or its partners shall conclude with co-financers any agreements necessary to assure co-funding, provided these do not infringe on the obligations of the beneficiary and/or partners, as stated in the Decision/agreement/contract of the Commission.
6. WHERE AND WHEN TO SUBMIT A PROPOSAL?

Each proposal must be submitted in 3 identical, complete, hard copies, each copy bearing original hand-written, signatures where requested to the European Commission at the address specified at page 1.

Proposals should be sent to the Commission by 31/07/2005. The complete proposal must be sent or delivered by letter, by private courier or by hand by the fixed deadline to the address indicated in the application file. The postmark, the date of collection by the courier or the acknowledgement of receipt dated and signed by the responsible official will serve as proof of the date of submission of the proposal. Faxes, electronic mail, incomplete applications, or applications sent in several parts will not be accepted. It is the duty of the proponent to ensure that the necessary precautions are taken to respect this deadline.
Only carefully prepared proposals will be considered for financing.

In summary:

- The first phase, preliminary to the formulation of the project, should consist of identifying **the civil protection issue to be addressed**.

- Once this is done, the **objective** of the project must be set. This should directly address the problems identified and should be precise and clearly set out.

- The next step is to identify the **results** or 'end products' of the project which are to be achieved to meet the objective. Wherever possible these should be set out in quantifiable terms.

- Next, consider which **actions** are needed to obtain these results. For each one clearly identify how, where and when it will be undertaken, who will do it and how much it will cost. Any action which does not contribute directly to the objective must be discarded.

- Carefully plan how the project will be **organised and managed**, who is responsible for carrying out which actions, who reports to whom and which management structure is necessary.

- Make sure the **budget** is coherent with the actions proposed and that financial resources will be available when needed.

- Consider, at each stage of writing the application, which **assumptions** you are making. Outside factors, especially socio-economic ones such as authorisation of measures by public authorities, support from local interest groups potentially affected by the project etc....are essential for the success of the project and should be fully described, as should any potential difficulties that might arise.

- Finally, a simple procedure must be foreseen to evaluate the results in relation to the initial objective, both during and at the end of the project.

- Useful lessons which could be passed on to other projects should be identified. Conversely, the experience of similar projects should be used during the preparation of projects.

→ **A proposal which is vague, insufficiently negotiated between partners and includes foreseeable difficulties that have not been taken into account has little chance of being considered for funding at Community level. A proposal should be a realistic project and not merely a declaration of intent.**

→ **Before starting to complete the forms read carefully the model Grant Agreement and its annexes.**
PRACTICAL ADVICE FOR COMPLETING YOUR APPLICATION

• It is essential that each proposal be submitted in one original and 2 identical and separate copies. Please, make sure the original is clearly identified as such on the front page and contains all forms to be signed bearing the original signatures.

In order to facilitate the selection and reproduction of documents, only those projects typed on A4 format and assembled in a binder or A4 plastic folder with two holes will be accepted. Please do not use vinyl envelopes for each page or expensive folders. A simple two holes binding system suffices.

→ Any application comprising hand-written information, presented on forms or assembled in a way not in conformity with the instructions (spiral-bound, heat-bound, etc) will automatically be declared as non-eligible.

• If a form needs to be duplicated, please number each new form page sequentially (example Form A6/1, A6/2 etc.).

• Any other documentation that you consider relevant (photographs, etc.) should be put in a separate A4 file, attached to each of the copies of the proposal. Please note that this documentation shall in no way replace the information you should include in the application forms. Your application forms should contain all details necessary to carry out the evaluation without needing to refer to other documents, with the exception of the mandatory annexes.

• Please indicate dates using the format day/month/year.
OBLIGATORY DOCUMENTS FOR ALL PROPOSALS SUBMITTED BY PRIVATE ORGANISATIONS

The following documents have to be provided for all proposals where the applicant is not considered as a public or international organisation (documents to be provided from the applicants only); for definitions please refer to the important note below:

1. the profit and loss account and the balance sheet of the last financial year for which the accounts have been closed

2. where the EU contribution requested exceeds €300 000, an external audit report produced by an approved auditor. In this report the auditor should give an assessment of the financial viability of the applicant i.e. the applicant must have stable and sufficient sources of funding to maintain his activity through the period during which the actions is being carried out or the year for which the grant is awarded and to participate in its funding (Art 173(4) EC Regulation 2342/2002 of 23/12/02 (OJ L357 of 31/12/2002). This report can be presented in the form of certified accounts of the applicant for the last financial year available. Thus applicant will normally not need a special audit report, as the standard audit certificate may suffice. In case the auditor has a doubt about the applicant’s financial viability through the project period, his/her opinion in that respect should be explicitly expressed in this certificate.

Important note:

Those applicant organisations that declare their status as public must comply with all the following criteria:

1. The organisation has been created by a public authority or is officially recognised as an organisation of public interest. Note the ‘public interest’ must be explicitly mentioned in the relevant legal or administrative act/s.

2. The internal procedures and accounts are submitted to control by a public authority (on a day to day basis).

3. The organisation is financed totally or to a large extent (i.e. more than 50%) by public sources.

4. In the event that the organisation stops its activities, all rights and obligations including financial, will be transferred to a public authority.

This means that only central and local public authorities and the structures that act on their behalf and under their full responsibility may be considered as public

In the event that your organisation does not comply with any of the criteria mentioned above then it should be declared a private structure and should provide the necessary annexes.

Please note that proof may be requested at a later stage. Failure to deliver sufficient evidence will lead to a re-classification from public to private.

International organisation referred to are as follows:

a) international public-sector organisations set up by intergovernmental agreements and specialised agencies set up by such organisations

b) the International Committee of the Red Cross (ICRC)

c) the International Federation of National Red Cross and Red Crescent Societies
OTHER OBLIGATORY DOCUMENTS

(1) Legal entity form available at: http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm together with a copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document attesting to the establishment of the entity. If the applicant is already registered as a FEL, he does not have to submit these forms again, unless they have to be updated. The applicant could at any time contact the Commission to know what we have registered in the FEL register.

(2) The annual activity report for the previous completed accounting period.

(3) A list of the members of the administration or executive board (names, title or function within the applicant organisation).

(4) Articles of association of the applicant.

(5) Official statute and a copy of the certificate of legal registration (unless the applicant is a public authority).

(6) Copy of the VAT registration. If it is not applicable, please explain why preferably certified by the VAT authorities.

(7) Curriculum vitae of the people who will complete the tasks connected to the project to be subsidised.
SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM

The administrative and technical part of the application file consists of 2 sections A and T available for download as a Word file under:
http://europa.eu.int/comm/environment/funding/intro_en.htm

Section A

• Form A1

The earliest possible starting date of a project is the date of signature of the grant agreement by both parties. A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditures eligible for financing may not have been incurred prior to the date of submission (sending date – see chapter 6) of the grant application. Only costs incurred during the lifespan of the project may be considered eligible. Thus start and end date should be established with great care.

• Form A2

Please take your time to read carefully this form.

• Form A3

The summary is an important element of your proposal. It can be used for information purposes within the Commission. It may later on serve for communication purposes. Please, in drafting the summary structure it in a way consistent to that in the “Technical” forms.

• Notes common to Forms A4, A5 and A6

Country Code: Use the relevant postal country code.

• Notes for Forms A4 and A5 only

Participant reference: participant reference should be consistent with that given in forms A1.

Participant Legal Name: Provide the legal name of the respective participants. The legal name is the name under which the participant(s) is registered in the official trade registers (if applicable).

Legal Status: Select one of the following choices: Private, Public, Legal person or International organisation (N.B. Legal persons are only exceptionally eligible. Refer to section “Who can submit a proposal” to verify if such an exception is applicable).

International organisation referred to are as follows:

d) international public-sector organisations set up by intergovernmental agreements and specialised agencies set up by such organisations

e) the International Committee of the Red Cross (ICRC)
f) the International Federation of National Red Cross and Red Crescent Societies

**Value Added Tax (VAT) number:** If applicable, provide the organisation's VAT number in the VAT register.

**Legal Registration Number:** If applicable, please provide the organisation's legal national registration number or code the legal trade register, e.g. the Chambers of Commerce register or the business register.

**Title:** Title commonly used in correspondence with the person in charge of proposal co-ordination. Example: Mr., Mrs., Ir., Dr., Prof.

**Function:** Provide the function of the person in charge of proposal co-ordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

**Department / Service Name:** Name of the department and/or service in the organisation, co-ordinating the proposal and for which the contact person is working. The address details given in the fields which follow must be for the department / service and not the legal address of the organisation.

**Year:** Provide the year for which the figures in this section are provided, e.g. ‘2003’. Information from the most recent accounting year should be provided.

**Annual turnover:** To be provided by all non-public participants for which this type of information is available. If not applicable, please write “N.A.”. Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. It must be expressed in Euro.

**Annual Balance Sheet Total:** (i.e., total of assets or total of liabilities): To be provided by all non-public participants for which this information is available. If not applicable, please write “N.A.”. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro.

**Number of employees:** To be provided by all participants. The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents.

**Number of employees in department conducting project:** To be provided by all participants. The figures should be for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. If not applicable, please write “N.A.”.

**Is your organisation independent (for private organisations only)?** Is 25% or more of the capital or the voting rights owned by one enterprise or jointly by several enterprises? .

**Owner (for private organisations only):** Please provide the legal name(s) of the organisation(s) or person(s) controlling the organisation by 25% or more.

**Affiliation (for private organisations only):** An organisation is affiliated to another organisation if:

- It is under the same direct or indirect control as another organisation, or
- It directly or indirectly controls another organisation, or
- It is directly or indirectly controlled by another organisation.

**Control:**
Company A controls company B if A, directly or indirectly, holds more than 50% of the share capital of B, or, A, directly or indirectly, holds more than 50% of the shareholders’ voting rights of company B, or, A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A’s holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

**Yes – Affiliated (for private commercial bodies only):** Please provide the participant short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

- (D): Direct control;
- (I): Indirect control.

Should the affiliation be a foreseen sub-contractor, then add (S) and short name of the sub-contractor.

**Consultant Organisation Legal Name:** In the case the co-ordinator received specialised consultant support in the preparation of the proposal, then the Commission wishes to be informed of the official name of the consultant organisation.

- **Note to Form A6 only**

**Funding confirmed:** Indicate status of commitment: Yes or To be confirmed.

- **Form A7**

Please describe your applicant organisation and its partners, their legal status, their activities and competence. The description given should enable the Commission to evaluate the technical reliability of the applicant or its partners, i.e. if they dispose of the experience and expertise necessary for a successful implementation of the project.

**For non-profit organisations please provide the key elements that prove that your organisation is recognised as such.**

- **Form A8**

If the project foresees partners, this form becomes compulsory. Complete one form per partner (A8/1, A8/2, A8/3, etc.). Always give amounts in Euro (€). Remember that the amounts indicated in form(s) A8 must be consistent with the amounts indicated in the financial forms F0 and F1.

- **Form A9**

If the project foresees co-financiers, other than the European Commission, this form becomes compulsory. Complete one form per co-financier (A9/1, A9/2, A9/3, etc.). Always present amounts in Euro (€). Remember that the amounts indicated in the form(s) A9 must be consistent with the amounts indicated in the financial forms F0 and F1.

- **Form A10**

This form must be filled-in, also in the case of “NO”.

18
Applicants frequently underestimate the importance of this form. The Commission pays particular attention to the fact that certain actions may and should be financed through other EU financial instruments. The limited resources of this program should be used in the most efficient way and overlaps with other EU financial instruments should be avoided. Proponents should verify this possibility before introducing a request for co-financing. Only if sufficient elements are given to demonstrate that the most appropriate EU financial instruments have been addressed and/or that the actions proposed are/would not be eligible under such schemes, will the Commission consider the actions proposed for financing.

- **Form A11**

Very important for those actions for which the applicant is not legally competent. The authority in question should indicate if the proposed actions constitute part of a programme drawn up/approved by the competent authority. Its support for the proposal should be clearly indicated. The reasons why this support is granted should also be described. If the competent authority is to play an active role in the project implementation (e.g. through the formal approval of a management plan), this should also be detailed.

- **Form A12**

Carefully complete this form and ask your bank to sign and stamp it. Remember to have it signed by the account holder, too.  
**Important!** The account should be opened in the name of the applicant.

- **Form A13**

As soon as your project is received we will use this form to fax you a receipt acknowledgement of receipt. This receipt does not entail any judgement concerning the eligibility of your proposal, but only that the application has been received by the Commission.
Section T

- **Form T1**
  Should provide a clear overview of all activities involved in the project with their dates and expected results.
  
  **Two activities are compulsory:**
  - ACTIVITY MANAGEMENT AND REPORTING TO THE EC: describe how the project will be organised. Include a brief but clear organisation chart of the technical and administrative staff involved (who, how many, main tasks?). For reporting requirements refer to the model Grant Agreement.
  - ACTIVITY DISSEMINATION
    - Media work.
    - Organisation of events for the local community or for visitors: e.g., public information meetings, meetings with interest groups, guided visits... Describe exactly what is planned and who the target audience is.
    - Workshops, seminars, conferences: If beneficiary/partners are attending, specify which (if known already). If the beneficiary/partners are organising, describe exactly what the topic will be, how does it contribute to the objectives, who will be invited (note that the Commission must be invited and, whenever possible, beneficiaries implementing or having implemented similar projects ought to be invited in order to foster networking). Finally, describe the output of each event and how it will be disseminated.
    - Production of brochures, films, etc.: Specify exactly what is planned (subject matter, number of copies, distribution to whom). Target audience to be precisely defined and justified. Note that all such material must bear a clear reference to the community financial support to be considered eligible for reimbursement and that one copy of each product must be annexed to the progress/intermediate report or final report.
    - Technical publications on project: If already known, indicate in which journal. Such publications must acknowledge the Community financial support.
    - Visitor access: What will be done? Where? How will it contribute to the objectives of the project? Describe final output.
    - The beneficiary is under the obligation to include in newly-created or existing WEB site the main project results (e.g. summary and detailed activity reports, etc.). The relevant INTERNET web address should be included in the project reports.
    - The beneficiary is under obligation to produce a layman’s report in paper and electronic format at the end of the project. It shall be 5-10 pages long and presented in English and in the beneficiary’s language (optional).
    - Please, pay special care in choosing the technologies, consumables and equipment necessary for the production of the awareness-raising material. Environmentally-friendly products/technologies should be favoured.

- **Form T2**
  Describe how the project will be continued after the end of the Community-funding, what actions are required to consolidate the results and what mechanisms will be put in place to ensure that this will be done.
  
  Clarify the future use for the durable goods. Indicate what will become of the personnel assigned to the project.
When planning your proposal carefully consider how you will ensure that project results are eventually implemented/used. You should also consider the opportunity of including in your projects any action you deem necessary to remove obstacles that may stop your results from being implemented/used.

Section F

The financial section consists of 8 forms. It is available for download as an Excel file under:
http://europa.eu.int/comm/environment/funding/intro_en.htm

All forms should be filled in, printed out and inserted into the application. The cells marked in yellow contain formulas and should therefore not be filled in.

- Form F0 – Provisional budget
  
  For information on the different cost categories please refer to the model Grant Agreement.

  All amounts, where applicable, should be excluding VAT, unless the applicant/partners are not able to recover VAT. In this case the amount should be VAT included. All costs should be in Euro (€) and amounts rounded to the nearest whole €.

  Indirect costs/overheads: This cost may be presented as a flat rate up to a maximum of 7% of the total direct eligible costs. You should choose the rate to be applied depending from the complexity of the proposal, the level of personnel involvement and your own internal standards.

  “In kind” contributions: voluntary work or other services or assets that will be available for the project for free may be accounted as a “virtual” cost for information purpose only. This amount will not be used to determine the EC contribution.

  Requested EC contribution: specify the amount of financial contribution requested from the European Commission.

  Contribution of the applicant: specify the amount of financial contribution provided by the applicant.

  Contribution of the partners: the amount is calculated from the financial contributions of the individual partners as indicated in the form F1. Important: do not include funding obtained from other sources in the partners own contribution

  Other sources of funding: The amount is calculated from the financial contributions as indicated in the form F1 of all public and private co-financiers other than the EC. Please note that co-financing implies a transfer of financial resources from the co-financing organisation to the beneficiary / partners for the implementation of the project.

  Expected direct revenues: certain project actions may generate direct revenues (e.g. conference fees, sale of books, etc.). These shall be accounted for as revenues and entered in the financial plan.

  - Form F1 – Contribution of partners, other sources of funding, direct revenues
    
    Please use the Partner/Co-financer number given in the administrative forms; reference needs to be made to the official co-financiers’ declarations; indicate status of commitment: Yes or To be confirmed (TBC).
• Form F2 – Personnel costs (only direct costs)

**Type of contract**: indicate the exact legal denomination of the type of contract (permanent staff, temporary, etc.). Service contracts with individuals may be charged to this category on condition that the individual concerned works in the beneficiary’s/partner’s premises and under its supervision and provided that such practice complies with the relevant national legislation. The time which each individual spends working on the project shall be recorded using time sheets established and certified by the beneficiary/partner.

**Category**: You should identify each category or grade in a clear and unambiguous manner to enable the European Commission to monitor the labour resources allocated to the project, to analyse cost claims and to carry out audits. Examples of staff categories are: project manager, senior engineer, technician/worker, etc. When known please indicate the name of the person. In this case you will use one line per person.

**Annual gross salary**: please indicate the gross salary or wages plus obligatory social charges but excluding any other costs. The salary for a category may be based on indicative average rates if they fairly reflect the grades working on the project. In either case, the average must reasonably reflect the personnel cost on the project. Please remember that in the case a proposal is financed only real costs (e.g. actual salaries) will be considered eligible at the time of calculating the payments.

**Time unit and their annual number**: you may use the time unit you prefer, but you shall use the same unit for all personnel. Calculating the number of time units in a year may vary depending from multiple factors (e.g. legislation and contract applicable, etc.)

• In calculating the total number of annual working time units, the table below can be used.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Annual salary before tax for the last 12 months or last completed accounting year</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>+ social charges</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>+ pension contribution</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>+ holiday allowance</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>+ 13\textsuperscript{th} (or more) month salary</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>+ Other</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>= sum of A to F</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>= gross annual salary costs</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Annual time units (*)</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>Holidays</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>Week-ends</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Bank holidays</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Annual time working units</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Annual time unit rate</td>
<td></td>
</tr>
</tbody>
</table>

(*) For illustration purposes, a way of calculating the annual number of working hours could be calculated in the following way; from the total number of weeks in a year, i.e. 52, the number of weeks of holiday - 5 weeks, and bank holidays - 2 weeks, are deducted resulting in 45 working weeks. 5 working days per week gives 225 working
days, and 7.5 hours per working day gives 1.687,5 working hours. This calculation can vary depending on special conditions applicable to the individual beneficiaries. Please note that deduction of days for sickness may also be considered if applicable based on contractual terms. This would normally account for 2 weeks.

- If temporary staff is employed, the methodology set out above does not have to be applied. The starting point should be the time unit agreed with the temporary employee (hourly, weekly or monthly) including the same salary cost items as contained in points B-F.

- **Form F3– Travel and subsistence costs**

  You may use more than one line for the description of the reason for travel or destination if necessary, but costs may be presented grouped: e.g. for the total of all technical co-ordination meetings. Clear descriptions should always be given.

  **Journey:** specify the country and city from and to, if already known. If applicable, for repetitive visits to the project area, write ‘project area’.

  **Reason for travel:** Specify the reason for travel. Examples: ‘dissemination event’, ‘technical co-ordination meeting’, ‘project area visit’.

  **Travel unit costs:** Travel costs shall be charged in accordance with the internal rules of the beneficiary or partner or do not exceed the scales approved annually by the Commission. Beneficiaries and partners should endeavour to travel in the most economical and environmentally friendly way. Please indicate travel unit costs. For this purpose you may also refer to data from past experiences or to quotes from a travel agent.

  **Subsistence costs:** they cover hotel costs, meals, sundry expenses, local transport etc. and should be applied according to the internal rules of the beneficiary or partner.

  **Important:** Subscription fees to conferences or events should be declared under “other direct costs”.

- **Form F4 – Subcontracting / external assistance costs**

  You may use more than one line for the description of the subcontract if necessary. A clear description of the service should be given.

  **Provider / procedure:** Specify the legal name of the service provider (should he already be known). Specify the procedure followed or foreseen to sub-contract to the provider, e.g. ‘public tender’, ‘direct treaty’, ‘framework agreement’, etc. Subcontracts must be awarded by a public beneficiary/partner(s) in accordance with the applicable rules on public tendering and in conformity with Community Directives on public tendering procedures. The private beneficiary/partner shall invite competitive tenders from potential subcontractors and award the contract to the bid offering best value for money; in doing so it shall observe the principles of transparency and equal treatment of potential subcontractors and shall take care to avoid any conflict of interests.

  **Description:** Give a clear description of the subject of the subcontract/service to be provided. E.g. ‘carry out impact assessment’, ‘maintenance of …’, ‘renting of …’, ‘consultancy on …’, ‘web page development’, intra-muros assistance’, ‘dissemination event organisation’, etc.

  **Important:** Costs related to the purchase or leasing (as opposed to renting) of equipment, supplied under subcontract are not to be charged on the budget post
for external assistance. These costs should be declared separately under the equipment budget heading.

**Important: beneficiary and partners can not sub-contract to one another or internally (e.g. between departments or affiliations).**

Please refer to the conditions laid down in the model grant agreement for more information on the rules applicable to subcontracts.

- **Form F5 – Equipment costs**
  
  **Supplier/ procedure:** Specify the legal name of the supplier (should he already be known). Specify the procedure followed or foreseen to select the supplier, e.g. ‘public tender’, ‘direct treaty’, ‘framework agreement’, etc. Subcontracts must be awarded by a public beneficiary/partner(s) in accordance with the applicable rules on public tendering and in conformity with Community Directives on public tendering procedures. The private beneficiary/partner shall invite competitive tenders from potential subcontractors and award the contract to the bid offering best value for money; in doing so it shall observe the principles of transparency and equal treatment of potential subcontractors and shall take care to avoid any conflict of interests

  **Description:** Give a clear description of each item e.g. ‘computer’, ‘database software’, etc.

  **Purchase Costs:** Indicate the full cost of the equipment. Do not apply any depreciation.

  **Depreciation rate:** the applicant partner shall apply its internal accounting standards to calculate the rate of depreciation applicable for each item. To do this they shall take into account the date of purchase, the duration of the project and the rate of actual use for the purposes of the project. Only depreciation costs for equipment purchased during the lifespan of the project should be recorded in this category.

- **Form F6 – Other direct costs**

  **Supplier / procedure:** as above if applicable

  **Description:** Give a clear description of the other costs, e.g. costs related to the audit of the interim or final project cost declaration by an independent, registered auditor (if applicable); costs related to the bank guarantee (if required), etc. It should be noted that general consumables supplies, such as telephone, communication costs, heating, paper, copies, etc. should be charged to the overheads category. If applicable complete with the type of unit used (e.g. pages, etc).

  **Bank guarantee:** A guarantee by a bank or financial institution equal to the amount of the advance payment (pre-financing), and covering the duration of the project plus six months, is obligatory only when the total pre-financing represents over 80% of the total amount of the Community contribution. This obligation does not apply to public sector bodies and International organisations. This guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiary and its project partners. The guarantee shall be denominated in euro.

  **Auditors costs related to the auditing of the interim or final financial report should be placed under budget item other costs. An external audit shall be compulsory in respect to the following payments:**

  a) **Interim payments the sum of which exceed 750.000€**

  b) **Final (balance) payments which exceed 150.000€.**
The audit obligation does not apply to public bodies and International organisations. The purpose of the audit report is to certify that the submitted accounts are sincere, reliable and substantiated by adequate supporting documents. The auditor shall also certify that all costs incurred comply with the provisions set in the Grant Agreement.

- Form F7 – Contribution in kind

Refer to the guidelines for form F0 for guidance. For information purposes only.
8. HOW ARE PROJECTS SELECTED?

The projects received are registered by the Commission and an acknowledgement of receipt is transmitted to the applicant.

The Civil Protection unit of the Environment Directorate General is responsible for the evaluation procedure.

The evaluation is carried out in accordance with the rules etc foreseen by the Financial Regulation. The evaluation includes the following steps: 1. Eligibility, 2. Selection, 3. Evaluation, 4. Award.

A grant agreement is sent to each successful applicant, with reference to the revised project proposal and to the Common Provisions.

<table>
<thead>
<tr>
<th>INDICATIVE YEARLY SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for sending proposal</td>
</tr>
<tr>
<td>Notification sent to unsuccessful applicants</td>
</tr>
<tr>
<td>Closure of the selection round and dispatch of grant agreements</td>
</tr>
</tbody>
</table>

→ Any document sent to or received by the European Commission after the fixed deadlines will not be considered for selection purposes unless specifically requested by the Commission.

→ In order to ensure fair treatment of the applications, the Commission will not respond to any request for information regarding the eligibility or quality of proposals during the selection procedure.
**Step 1. EXCLUSION CRITERIA**

A project may be excluded for one or more of the following reasons:

A. **Project sent to or received by the European Commission after the deadline.**

B. **One or more copies are missing**
The number of copies submitted is less than that requested in the application file.

C. **Non-standard forms have been used**
This does not refer to changes in font, size and layout, but to modifications of the content of the forms as presented in this application file.

D. **Forms are partly or completely hand-written**
This obviously does not refer to signatures or other type of information that cannot be typed/printed.

E. **Forms are missing**
All forms should be provided unless a specific form is not applicable in view of the project type/content (e.g. form A9 when no co-financier is foreseen).

F. **Mandatory annexes are missing**
A profit and loss account of the last available accounting year and the balance sheet + an external audit report where EC contribution > 300,000€ are obligatory for all private organisations. Please consult the list on page 15 under “other obligatory documents”.

G. **Forms are not signed**
Where required, the proposal forms should be completed with date and signature whereby status and full name of the signatory is clearly in evidence.

→ *Only if your proposal complies with all eligibility criteria will it be further assessed.*
Step 2. SELECTION CRITERIA

If one of the selection criteria listed hereafter is not fulfilled, projects are declared not selected and are eliminated from the further evaluation process.

1.A. Technical soundness of project participants

Are the applicant and/or participants technically reliable?

A proposal is eliminated on the basis of this criterion if the evaluator has strong evidence that the applicant/or one of its partners are not reliable from a technical point of view and fall under any of the following situations:

- The applicant and/or one of its partners has repeatedly demonstrated being an unreliable manager in previous projects under this program or other Community-financed projects and has given no proof that the necessary initiatives have been taken to avoid similar problems in the future.
- The applicant and/or one of its partners has neither the experience nor the expertise necessary for a successful implementation of the project and does not, in his proposal, foresee one or more partners that have the necessary competence.

1.B Financial soundness of project participants

A proposal is eliminated on the basis of this selection criterion only if the evaluator has strong evidence that the applicant/or one of its partners are not reliable from a financial point of view and/or fall under any of the following situations:

- the applicant is undergoing bankruptcy;
- the results of audits carried out by Community institutions in relation to the applicant and/or one of its partners have clearly shown their inability to comply with the administrative rules regulating Community grants and in particular those applicable to this program;
- the applicant and/or one of its partners do not possess the financial capacity to cover their share of project costs/financing;
Step 3. AWARD CRITERIA: Coherence and quality of the proposal

At this stage the Commission will evaluate the overall quality and interest of all proposals that complied with the criteria under Step 1 and 2. The proposal submitted will demonstrate a sound understanding of the subject and the way in which the action will further the objectives described in one of the published themes. The grants will be awarded with a view to the successful completion of those projects deemed the most suitable.

To this end, the following award criteria will be applied:

This criterion refers to:

- the clarity of description of the proposed action, the methodology to be employed for its realisation and the time schedule for implementation, (30 points)
- the feasibility of the project, (30 points)
- the cost effectiveness of the project. (20 points)
- European dimension, partnership (20 points)

A point system according to the award criteria will be established for evaluating and selecting the proposals to be granted as indicated above. Out of 100 possible points, the proposal must reach at least 70 points to get qualified for selection. Not less than 50 % of the points must be reached in each category.

A proposal should be clear, coherent, realistic and feasible in terms of actions, timetable, budget and value for money. There should be a clear link in the proposal between, the project objectives, the proposed actions and their expected results. All actions should be properly described and quantified. All costs and contribution should be clearly identified and described in the financial forms. Costs should be reasonable. Poorly conceived projects will not be retained.

Proposals conforming to the award criteria may be not financed in the case the budgetary appropriations would not be sufficient.

The following list of indicative questions may be helpful for the applicant (please note that these questions are not always applicable).

<table>
<thead>
<tr>
<th>Coherence and quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the pre-operational situation well described?</td>
</tr>
<tr>
<td>Is there a clear logical link between problems, objectives, actions and expected results?</td>
</tr>
<tr>
<td>Do the actions clearly state how, where, when and by whom they will be undertaken? Are they properly described and quantified, if possible?</td>
</tr>
<tr>
<td>Is the budget justified and coherent and are costs adequate to the actions and means proposed (i.e. is the project cost-efficient?)</td>
</tr>
<tr>
<td>Is the project operation and management well organised? Are the necessary means proposed (equipment, personnel, etc.) for a correct implementation?</td>
</tr>
<tr>
<td>Are there mechanisms foreseen for the monitoring and evaluation of project actions to allow for their reorientation if necessary (e.g.: Steering Committee meetings follow up of the efficacy of the actions)?</td>
</tr>
<tr>
<td>Are the lists of deliverable products and milestones comprehensive and coherent with the</td>
</tr>
</tbody>
</table>
expected results?

Is the time planning realistic?

Are the potential difficulties correctly assessed and has sufficient preparation been undertaken to pre-empt these?

Is the EC financing rate requested within the limits for this program?

Are costs and contributions clearly and correctly listed?

Is the budget balanced (financing against expenditures foreseen)?

Are overheads within the max allowed of 7% of total eligible direct costs?

**Step 4. AWARDING THE GRANT**

**CONCLUSION OF THE EVALUATION PROCESS**

**THE AWARD DECISION**

Once all this work is completed, the authorising officer responsible shall take the final decision on the project to be financed including the respective maximum financial amount and the rate of co-financing granted. Please note that the Commission reserves the right to award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested in the proposal.

At this stage a financial commitment will be prepared. Once the commitment is validated a grant agreement will be sent to the successful applicants (beneficiaries) to be signed and returned to the Commission. The grant agreement will come into force only once both parties have signed it.

- **IN THE CASE YOUR PROJECT IS NOT SELECTED:**
  
  The Commission will officially inform each unsuccessful applicant. A note will be sent after the Commission decision.
  Projects that have not been financed will not be retained for the next round. If you wish to apply for the next round you must present your proposal again when that round opens.

This ends the process.
9. **KEY REFERENCES AND WHERE TO FIND THEM**

**EURO**

Monthly exchange rates applied by the Commission:
http://europa.eu.int/comm/budget/inforeuro/

→ *IF YOU WANT MORE INFORMATION ABOUT COMMUNITY FUNDING IN THE FIELD OF ENVIRONMENT CHECK THE FOLLOWING WEBSITES:*

  - http://europa.eu.int/comm/environment/funding/intro_en.htm
  - OR
  - http://europa.eu.int/grants/

→ *IF YOU ARE UNABLE TO ACCESS THESE DOCUMENTS THROUGH THE WEB PLEASE CONTACT THE COMMISSION.*
### 10. CHECK LIST AND LIST OF SUPPORTING DOCUMENTS TO ANNEX TO THE APPLICATION

#### General

1. The 3 parts of the application form (Administrative, technical and financial) completed with all the information requested. Please remember that the budget supplied in the financial part has to be balanced between costs and revenues.
2. One original (clearly identified) plus the required number of copies has been submitted.
3. Standard forms have been used
4. Forms are not handwritten
   - **Reminder of signatures and official stamps**
5. Form A2 duly stamped and signed by the applicant.
6. In case of partner(s) form A9 duly stamped and signed by the partner (one form per partner).
7. In case of co-financing apart from the applicant and the Commission, form A10 duly stamped and signed by the co-financer (one form per co-financer).
8. Form A13 duly stamped and signed by the bank and applicant.

#### List of additional documents to annex to the application form (only for applicants not considered as a public or international organisation)

9. The profit and loss account and the balance sheet of the last financial year for which the accounts have been closed.
10. Where the EU contribution requested exceeds €300 000, an **external audit report** produced by an approved auditor.

#### Other obligatory annexes

11. See the list of documents on page 14 and 15