



Contracting Authority

Secretariat of the OACPS

Organisation of African, Caribbean and Pacific States

(OACPS Secretariat)

ACP-EU programme: ‘Towards a viable cultural industry’
(ACP-EU Culture)

‘Support for ACP audiovisual co-production’

Guidelines
for grant applicants

11th European Development Fund

Reference: **EuropeAid/171459/IH/ACT/MULTI**

Deadline for submission of full application:

31st May 2021 – 4:00 pm (Brussels time)

Notice

These Guidelines are published in EN and in FR. **In case of a discrepancy between the language versions of this call, the French version shall prevail.**

This is an open call for proposals. All documents shall be submitted together (concept note and full application). In the first instance, only the concept notes will be evaluated. The full applications of pre-selected lead applicants will then be short-listed. After short-listing, an eligibility check will be performed on applicants who have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'declaration by the lead applicant' sent together with the full application.

Table of Contents

1. ACP-EU PROGRAMME: TOWARDS A VIABLE CULTURAL INDUSTRY- SUPPORT FOR ACP COPRODUCTION - (ACP-EU CULTURE)	1
1.1. Background	4
1.2. Objectives of the programme and priority issues	4
1.3. Financial allocation provided by the Contracting Authority	5
2. RULES FOR THIS CALL FOR PROPOSALS	5
2.1. Eligibility criteria	6
2.2. How to apply and the procedures to follow	14
2.3. Evaluation and selection of applications	16
2.4. Submission of supporting documents for provisionally selected applications	23
2.5. Notification of the Contracting Authority's decision	24
2.6. Conditions for implementation after the Contracting Authority's decision to award a grant	23
LIST OF ANNEX	26

1. ACP-EU PROGRAMME TOWARDS A VIABLE CULTURAL INDUSTRY (ACP-EU CULTURE PROGRAMME). ‘SUPPORT FOR ACP AUDIOVISUAL CO-PRODUCTION’

1.1. BACKGROUND

The Partnership Agreement between the African, Caribbean and Pacific (ACP) Group of States, of the one part, and the European Union (EU), of the other part, signed in Cotonou on 23 June 2000 and revised in 2005 (the Cotonou Agreement), identifies culture as an integral part of the cooperation strategy in the partnership between the ACP countries and the EU. The ‘2014–2020 Strategy Paper and Indicative Programme’ for intra-ACP cooperation, 11th EDF, provides for the implementation of a programme designed to increase the revenue of creative industries in ACP countries by fostering recognition of their work, encouraging it to be valued and improving its accessibility both locally and internationally.

In 2005, the adoption of the UNESCO Convention¹ on the Protection and Promotion of the Diversity of Cultural Expressions established for the first time a cultural pillar in global governance.

The Agenda 2030² for Sustainable Development adopts 17 goals to transform our world. Culture is explicitly mentioned in the objectives relating to education, reducing inequalities and sustainable growth.

Centred on Agenda 2030, the new European Consensus on Development (2017) specifies in Article 35³ that ‘Culture is both an enabler and an important component of development and may facilitate social inclusion, freedom of expression, identity building, civil empowerment and conflict prevention while strengthening economic growth’.

Moreover, according to the Final Report of the Joint Assessment of Intra-ACP Programmes in Support of Culture (2016), the intra-ACP programmes were particularly relevant with regard to EU-ACP cooperation strategies and the development of the ACP countries’ cultural sectors.

At the 4th meeting of Ministers held in Brussels in November 2017, the ACP States adopted a new Declaration on Culture. The Ministers of the African, Caribbean and Pacific countries recognised the key role of culture as a driver for economic growth and sustainable human development and reaffirmed their commitment to making culture a priority sector in their countries by implementing concrete actions and programmes. Among the conclusions of the meeting of Ministers, the ACP States stressed the need to support audio-visual production, while continuing to promote and market such works by using, inter alia, digital technologies and legal measures.

The EU-ACP Programme, established in 2019, is based on an **innovative mechanism of supporting the audio-visual coproduction in the ACP countries**.

Grants are awarded to existing co-production funds, on top of the grants that they normally award to their beneficiaries through their own calls for proposals. This decentralised approach facilitates the operators in the access to joint financing (basic support and a top-up), and also the circulation of ACP production in the national and international markets.

The first results of this new mechanism of support to the ACP audio-visual co-production sector, in 2020, are very encouraging.

1.2. OBJECTIVES OF THE PROGRAMME.

The **global objective** of this call for proposals is to promote the economic and social development of the ACP countries through the emergence of the audio-visual sector, which is a driver of democratisation and human development, through:

- a) Increase of the revenues of the creative sector;
- b) Creation of employment linked to the sector

¹ See : <https://en.unesco.org/creativity/convention/texts>

² See <https://sustainabledevelopment.un.org/content/documents/21252030%20Agenda%20for%20Sustainable%20Development%20web.pdf>

³ New European Consensus on Development – ‘Our World, our Dignity, our Future’, see <http://data.consilium.europa.eu/doc/document/ST-9459-2017-INIT/en/pdf>

- c) Improved access to culture and contribution to a better recognition and valorisation of the artists and the cultural goods and services.

The **specific objectives** of this call for proposals are:

1. Improving the conditions for the creation and production of audio-visual works in ACP countries, by increasing funding for co-production and opening it up to co-production from those countries;
2. Better preparation of ACP stakeholders in the audio-visual sector, in particular via capacity building and monitoring of funded projects;
3. Allowing such works increased access to and circulation in national, regional and international markets through co-production with Europe;
4. Increased access to financing mechanisms for productions from ACP countries.

Support will provide funding for audio-visual co-productions in addition to co-financing from existing European funds or funds from other partner countries, designed to support the audio-visual sector.

Financial support to third parties will be awarded through **existing mechanisms designed to support the audio-visual sector**.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 4 150 000**. The Contracting Authority reserves the right not to allocate the totality of the available funds. In the same manner, it will be possible to increase the amount if other funds should be available.

Grant amount

Any EU contribution requested under this call for proposals must imperatively be one of the amounts below :

- **minimum amount** **1 037 500 EUR**
- **maximum amount:** **2 075 000 EUR**

Any EU contribution requested under this call for proposals must be lower or equal to the 80% of the total eligible costs of the action.

- Maximum percentage : 80% of the total eligible costs of the action (see also point 2.1.5).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) shall be financed from sources other than the European Union Budget or the European Development Fund⁴.

In conformity with the PRAG point 6.3.10, grants may not have the purpose or effect of producing a profit for the beneficiary (lead applicant/co-applicant(s) or for affiliated entities within the framework of the action. In the framework of the present call, profit is defined as a surplus of the receipts over the eligible costs approved by the contracting authority when the request for payment of the balance is made. The receipts of the action may be accepted as co-financing. However, receipts exceeding the total eligible costs will be considered as a profit, and deducted at the moment of the calculation of the final amount of the EU grant.

⁴ Where a grant is financed by the European Development Fund, any mention of European Union financing shall be understood as referring to European Development Fund financing.

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 for proposals, in accordance with the Practical Guide (PRAG) on contract procedures applicable to EU external action:

<http://ec.europa.eu/europeaid/prag/document.do?locale=en>)⁵.

2.1. ELIGIBILITY CRITERIA

There are 3 sets of eligibility criteria, relating to:

(1) the actors:

- the **lead applicant**, i.e. the entity submitting the application form (2.1.1.),
- if any, its **co-applicant(s) (unless specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred to as ‘applicant(s)’)** (2.1.1.),
- and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

- actions for which a grant may be awarded (2.1.4.);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

a) Lead applicant

(1) In order to be eligible for a grant, the lead applicant shall:

- be a legal person **and**
- be a specific type of organisation such as foundation, association, public/private sector operator, national or regional local authority⁶, international (intergovernmental) organisation, as defined by Article 156 of the Financial Regulation of the European Union⁷ (including regional development banks and regional financial institutions) **and**
- have an annual average support capacity of **at least 300 000 EUR** during the last 4 years from the publication date of this call for proposal (to be proved by copies of financial acts, under section 2.4.4) **and**

⁵ Please note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and which is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call for proposals to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

⁶ For the purpose of this call for proposals, the term «Local Authorities» refers to public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens. Local Authorities are usually composed of a deliberative or policymaking body (council or assembly) and an executive body (the Mayor or other executive officer), directly or indirectly elected or selected at local level. Local authorities encompass a large variety of sub-national levels and branches of government, i.e. municipalities, communities, districts, counties, provinces, regions etc.

⁷ International organisations are international public-sector organisations set up under intergovernmental agreements as well as specialised agencies set up by such organisations; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations.

- be established⁸ from the publication date of this call for proposal, in one of the eligible countries listed in Annex L⁹. This requirement does not concern international organisations, **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s), 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 listed in Section 2.6.10.1 of the PRAG.

Lead applicants, co-applicants and legal persons with powers of representation, decision-making or control over the lead applicant, are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the PRAG, their personal details (company name or full name if natural person; address, legal form and full names of the persons with powers of representation, decision-making or control if a legal person) may be registered in the Early Detection and Exclusion System (EDES), and communicated to the persons concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (Annex H).

In Section 8 of Part B of the grant application form ('declaration by the lead applicant'), the lead applicant shall declare that neither itself nor the co-applicant(s) are in any of these situations.

The lead applicant must act with one or more co-applicant(s) in line with the prescriptions below. The partnership must, at least, satisfy the criteria hereafter :

- in addition to the lead applicant, the partnership must include at least one co-applicant, **and**
- At least one of the applicants (i.e. lead applicant and/or co-applicants) must be established in an ACP country (see list in Annex L), **and**
- the number of applicants (lead applicant and co-applicants) established in the ACP countries must always be equal or greater than the number of applicants (lead applicant and co-applicants) established in non-ACP countries.

8.To be 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 and that its head office is located in an eligible country. In this respect, a legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if its statutes are registered locally or a 'memorandum of understanding' has been concluded.

⁹ For UK applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014** and Annex IV of the ACP-EU Partnership Agreement***, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom ****. Those persons and goods are therefore eligible under this call.

* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

** Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

*** Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

**** including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.

Each proposal must clearly indicate the level of involvement and participation in the action of the applicants (lead applicant and co-applicants). This will be assessed in Section 4.3 of the Full Application Assessment Grid.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The Coordinator is the main interlocutor of the Contracting Authority. The Coordinator represents any other beneficiaries and acts on their behalf. The Coordinator coordinates the development and implementation of the action.

b) Co-applicant(s)

Co-applicants are involved in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants need to satisfy the eligibility criteria that are applicable to the lead applicant,

The co-applicants shall sign the mandate in Section 4 of Part B of the grant application form.

If awarded the grant contract, the co-applicant(s) will become beneficiary(ies) in the action (together with the coordinator)

(3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded a contract¹⁰.

c) The partnership as a whole (Lead applicant + co-applicant(s)) must satisfy the following eligibility criteria:

- have experience in the **management of film and audio-visual support funds** with the following characteristics:
 - have awarded **at least 2 co-production subsidies in at least 2 ACP countries** over the last 4 years from the publication date of this call for proposal (copy of the contract to be provided as requested under section 2.4.7) **and**
 - have supported ACP co-productions in other ways (technical assistance, other non-financial forms of support to distribution/to co-production) **in at least 2 ACP countries** during the last 4 years from the publication date of this call for proposal (state of play proving the total of ACP co-productions' support as requested under section 2.4.7) **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s), not acting as an intermediary

2.1.2. *Affiliated entities*

The lead applicant and its co-applicant(s) **cannot** act with affiliated entity (ies) in the framework of the present call for proposals

2.1.3. *Associates and contractors*

The following entities are not applicants and need not sign the 'mandate for co-applicant(s)' statement':

¹⁰ The updated lists of sanctions are available at: www.sanctionsmap.eu.

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website, the OJ version should be regarded as authentic.

- **Associates**

Other organisations or individuals 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 need not meet the eligibility criteria listed in Section 2.1.1. Associates shall be mentioned in Section 6 of Part B – ‘Associates participating in the action’ – of the grant application form.

- **Contractors**

The beneficiaries may award contracts. Associates cannot also be contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

<i>2.1.4. Eligible actions: actions for which an application can be made</i>

Definition

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed **48** months.

Sectors or themes

With a view to producing quality works, the objective is to strengthen the production and coproduction capacity of the local audio-visual ecosystem in the ACP countries.

In their application, the applicants to the present call shall clarify how this objective will be achieved through the financial support to third parties.

The activities shall cover the co-production of audio-visual works, including post-production, and support for professionals, authors and producers in ACP countries. Audio-visual works include, among others, cinema, audiovisual , video games, cross-media and new media.

Geographical coverage

Actions shall be implemented in **one or more of the ACP countries** listed in Annex L, Part II.

A limited number of activities may be implemented in the EU Member States (please refer to Annex L – List of eligible countries, for the complete list of the EU Member States) as long as this is clearly justified and the activity benefits ACP countries. **The justifications will be examined during the evaluation process.**

The geographical balance can be taken into consideration of the Evaluation Committee at each step of the technical evaluation.

Types of action

The actions shall meet the specific objectives of the call as specified under point 1.2.

The applicants and co-applicants, as defined in the section 2.1.1, are the direct beneficiaries of this call for proposals.

These entities will be responsible for awarding financial support to third parties (production companies in ACP and EU countries, referred to as "third parties" in the text) as the main activity, in accordance with the conditions set out in these Guidelines and in the Annex M.

At least 75 % of the total amount of the grant must be redistributed to third parties.

At least 15 % of the total amount of the grant must be allocated to robust mechanisms designed to ensure the transfer to third parties of skills, know-how, experience of providing support, monitoring and evaluation, all of which must be related to the objectives of the call (see below “Type of activities”).

The costs of the implementation of the action must be reflected in the budget for the action

(see Annex B of the Guidelines).

The following items must be clearly indicated in the budget:

- The allocation of at least 75% of the total amount of the grant, to the financial support to third parties, which must be included under the budget heading “6. Other” ;
- The allocation of at least 15% of the total amount of the grant to the transfer to third parties of skills, know how, experience of providing support and monitoring and evaluation, which must be included under the heading “6. Other” ;

The budget must contain a specific sheet, to be filled in by the applicant, with the breakdown of these percentages.

- The action must include the participation in at least one annual stakeholders’ meeting organised by the contracting authority either in Brussels (Belgium) or in an ACP country. The related costs, if any, must be included as appropriate in the budget ;
- Each request of payment must be accompanied by a narrative and financial report, a budgetary forecast for the next period and an expenditure verification report. The final report must be accompanied by a narrative report, a financial report and an expenditure verification report.. The templates for expenditure verification reports can be found in Annex VII to these Guidelines;
- Costs related to expenditure verification must be included under the budget line “5.3 – Expenditure verification/audit”
- The action must include at least one evaluation. Costs related to evaluations must be included under the budget line “5.4 – Evaluation costs”

Ineligible actions

The following types of action are ineligible:

- actions concerned only or mainly with individual financing for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses.
- actions intended to raise funds or promote the visibility of the applicant and its partner(s);
- actions which discriminate against individuals or groups of people on grounds of race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status;
- actions supporting directly political parties;
- actions which include proselytising activities

Types of activity:

1. Financial support to third parties¹¹

In the framework of the present call, support to third parties must be imperatively the main objective of the action and be carried out at least four times during the implementation period of the project.

The annex M of the guidelines defines the conditions of the support to third parties

In accordance with these guidelines, in particular the **conditions or restrictions established in Annex M**, the lead applicant must indicate the following information in Section 2.1.1 of the grant application form (Description of the

¹¹ These third parties are neither affiliated entities nor associates nor contractors.

action):

- (i) the overall objective, the specific goals and the outputs¹² (i.e. the results) to be achieved with the financial support;
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list;
- (iii) the types of persons or categories of persons eligible for financial support;
- (iv) the criteria for selecting these entities and awarding them the financial support;
- (v) the criteria for determining the exact amount of financial support for each third entity and the indicative number of projects ;
- (vi) the maximum amount which may be awarded;
- (vii) the exclusion criteria;
- (viii) the set up of a control system to verify the eligibility of costs and the monitoring of the activities, also through regular and appropriate reporting and expenditure verifications;
- (ix) Visibility.

In any event, the mandatory conditions established above for the award of financial support shall be strictly defined in the grant contract so as to avoid any exercise of discretion.

2. Accompanying activities, networking, monitoring, general management: type of eligible activities (non-exhaustive list)

These activities could be linked to coaching and include activities such as:

- Support for the project development phases;
- Analysis of the scenario, drafting of reading notes, script editing;
- Assistance in finding financial partners and co-producers on international markets;
- Support in sale processes, dissemination and distribution of works by creating an enabling environment for goods' circulation
- Legal assistance in formulating and follow up negotiations with partners and contracts' drafting;
- Foster networks, in particular by organising events or supporting participation in markets and festivals;
- Assistance in the finalisation of partnerships with technical industries and post-production companies

Visibility

Applicants must take all necessary measures to communicate that the European Union has financed or co-financed the action and that the Secretariat of the Organisation of African, Caribbean and Pacific States (OACPS) is carrying out the program. The words "**with the financial contribution of the European Union and the support of the Secretariat of the Organisation of the ACP States**" as well as the logos of the European Union and the Organisation of the ACP States must appear in all communication media.

Applicants shall take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union shall include information and communication activities designed to raise the awareness of specific or general audiences concerning the reasons for the action and EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants shall comply with the objectives and priorities and shall guarantee the visibility of EU financing (cf. Communication and Visibility Manual for EU-financed external actions, produced and published by the European Commission: https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en).

¹² As per the OECD DAC definition, the term 'results' includes 'impact' (overall objective), 'outcomes' (specific goals) and 'outputs'.

Number of applications and grants per applicant

- The lead applicant **cannot** submit more than one application under this call for proposals.*
- The lead applicant **cannot** be a co-applicant in another application at the same time.*

***Should it be the case, the Evaluation Committee will only take into account the proposal submitted first (on basis of the date and time of submission). Any other proposal submitted by the lead applicant/co application will be rejected.**

It is the responsibility of each lead applicant to verify that its co-applicants are not involved as lead applicant or co-applicants in other proposals.

2.1.5. Eligibility of costs: costs that can be included

Only "eligible costs" may be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for "eligible costs".

The reimbursement of eligible costs may take the following form:

- actual costs incurred by the beneficiary(ies).

Recommendations to award a grant remain subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (e.g. arithmetical errors, inaccuracies, unrealistic costs or ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to require changes or reductions in order to correct such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of such corrections.

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

Eligible direct costs

To be eligible under this call for proposals, costs shall comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

The budget details requested are indicated under section 2.1.4 – Types of actions of the present guidelines.

Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of estimated eligible direct costs. It may only be used with the **prior written consent** of the Contracting Authority.

Eligible indirect costs:

The indirect costs incurred when implementing the action may be eligible for flat-rate funding of no more than 7 % of estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs.

As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

Volunteers' work may comprise up to 50 % of the co-financing. For the purposes of calculating this percentage, contributions in kind in the form of volunteers' work must be based on the unit cost provided by the contracting authority. This type of costs must be presented separately from other eligible costs in the estimated budget. The value of the volunteer's work must always be excluded from the calculation of indirect costs.

When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Other co-financing shall be based on estimates provided by the applicant.

Despite the above, the contribution in kind **cannot be treated as a co-financing** in the present guideline. However, if the description of the action as proposed includes contribution in kind, the contributions have to be made.

Ineligible costs

The following costs are ineligible:

- debts and debt service charges (interest);
- provisions for losses or liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union grant (including through the EDF);
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership shall be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, by no later than the end of the action;
- exchange losses;
- loans to third parties.

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant shall not be affected by any conflict of interest and shall have no equivalent relation with other applicants or parties involved in the project. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties under the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff shall uphold human rights. In particular, in accordance with applicable law, applicants who have been awarded contracts shall comply with environmental legislation including multilateral environmental agreements, and with core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining, on elimination of forced and compulsory labour and on abolition of child labour).

Zero tolerance for sexual exploitation and sexual abuse:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-bribery and anti-corruption

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-

corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract or if the Contracting Authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' denotes any offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the Contracting Authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a shell company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breaches of obligations, irregularities or fraud

The Contracting Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breaches of obligations, irregularities or fraud. If breaches of obligations, irregularities or fraud are discovered after the award of the contract, the Contracting Authority may refrain from concluding the contract.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Information in PADOR will not be drawn upon in the present call for proposals.

2.2.1. Application forms

Applications shall be submitted in accordance with the instructions in the concept note and the full application included in the grant application form annexed to these guidelines (Annex A).

Applicants shall apply in **English** or in **French**. Applicants shall apply in the language most commonly used by the target population in the country in which the action takes place.

Any error or major discrepancy related to the points listed in the instructions in the concept note or any major inconsistency in the application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

Please note that only the grant application form and the published annexes which need to be filled in (budget and logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

No additional annexes shall be sent.

2.2.2. Where and how to apply ?

Applications shall be submitted in **1 original and 2 copies** in A4 size, each bound separately. The full application form (Part A: concept note; Part B: completed application form), the budget and the logical framework shall also be

supplied in electronic format (CD-ROM or USB key) in a separate and single file (i.e. the full application shall not be split into several different files). The electronic file shall contain **exactly the same** application as the paper version enclosed.

The checklist (Section 7 of Part B of the grant application form) and the declaration by the lead applicant (Section 8 of Part B of the grant application form) shall be stapled separately and enclosed in the envelope.

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one shall be sent separately.

The envelope shall bear the **reference number and the title of the call for proposals**, together with the full name and address of the lead applicant, and the words ‘*A ne pas ouvrir avant la séance d’ouverture*’ or “*Do not open before the opening session*”.

Applications shall be sent in a sealed envelope by registered mail or private courier service or delivered by hand (a signed and dated certificate of receipt will be given to the deliverer) to the address below.

Postal address

Secretariat of the OACPS
Organisation of African, Caribbean and Pacific States
Dr. Norbert Richard IBRAHIM
Assistant Secretary General
Department of Political Affairs and Human Development
Rue de l' Aqueduc 118
1050 Brussels, Belgium

Address for delivery by hand

Secretariat of the OACPS
Organisation of African, Caribbean and Pacific States
Dr. Norbert Richard IBRAHIM
Assistant Secretary General
Department of Political Affairs and Human Development
Rue de l' Aqueduc 118
1050 Brussels, Belgium
(Working hours : 09 :00 – 16 :00 from Monday to Friday)

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

Lead applicants shall verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.3. Deadline for applications

Applicants' attention is drawn to the fact that there are 2 different systems for sending applications/full proposals: one is by post or private courier service, the other is by hand delivery.

In the first case, the application/full proposal shall be sent before the date for submission, as evidenced by the postmark or deposit slip; in the second case, the acknowledgment of receipt given at the time of delivery of the application/full proposal will serve as proof.

The deadline for the submission of applications is on the **31st May 2021** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of deliveries by hand, the deadline for receipt is the **31st May before 4pm (Brussels time)** as evidenced by the signed and dated receipt. Any application submitted after the deadline will be rejected

The Contracting Authority may, for reasons of administrative efficiency, reject any application submitted in time to the postal service but received, for any reason beyond the Contracting Authority's control, after the effective date of approval of the first evaluation (i.e. concept note), if accepting applications that were submitted in time but arrived late might unduly delay the award procedure or jeopardise decisions already taken and notified (see indicative timetable in Section 2.5.2).

2.2.4. Further information about applications

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

E-mail address: callforproposals.cinema@acp.int

The Contracting Authority has no obligation to provide clarifications in response to questions received after this date.

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

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an action or specific activities.

Questions that may be relevant to other applicants, together with their answers, will be published on the website of the DG International Partnerships : <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

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 applications 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 Section 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING AND ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

During the opening and administrative checks the following will be assessed:

- whether the deadline has been met. If not, the application will be automatically rejected;
- whether the application satisfies all the criteria in the checklist in Section 7 of Part B of the grant application form. This also includes an assessment of the eligibility of the action. If any of the requested information is missing or incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

Concept notes that pass this check will be evaluated in terms of the relevance and design of the proposed action.

Concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check compliance with the instructions on how to complete a concept note, which can be found in 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 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores*

1. Relevance of the action	Sub-score	20
1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (Section 1.2)?	5	
1.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain elements providing particular added value (for example, on innovation and/or good practices) ?	5	
2. Design of the action	Sub-score	30
2.1 How coherent is the overall design of the action? Does the proposal indicate the results expected to be achieved by the action? Does the intervention logic explain the rationale for achieving the expected results?	5(x2)*	
2.2 Does the design reflect a robust analysis of the problems involved and the capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timetable)? Are the results (output, outcome and impact) realistic?	5	
2.5 To what extent does the proposal include relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth and combating HIV/AIDS (if there is a high incidence in the target country/region)?	5	
TOTAL SCORE		50

* This score will be multiplied by 2 because of its importance.

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 200 % of the available budget for this call for proposals. The amount of requested contributions for each concept note will be based on the indicative financial envelopes for each lot, where relevant.

After the evaluation of the concept notes, the Contracting Authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline and informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation.

The evaluation committee will then proceed with the lead applicants whose proposals have been short-listed.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- whether the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). This includes an assessment of the eligibility of the action. If any of the requested information is missing or incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

Full applications that pass this check will be evaluated further for quality, including the proposed budget and capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below. There are 2 types of evaluation criteria: selection and award criteria.

Selection criteria help to evaluate the operational capacity of the applicant(s) and the financial capacity of the lead applicant and are used to verify that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to all applicants.

Award criteria help to evaluate the quality of applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover 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 grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation grid

Section	Maximum score
1. 1. Financial and operational capacity	20
1.1 Do the applicants have sufficient in-house experience in project management?	5
1.2 Do the applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants have sufficient in-house management capacity? (in particular as regards staff, equipment and ability to manage the budget for the action)	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
<i>Score transferred from concept note evaluation</i>	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the results expected to be achieved by the action? Does the intervention logic explain the rationale of the expected results? Are the activities proposed appropriate, practical and consistent with the envisaged outputs and outcomes?	5
3.2 Does the proposal/logical framework include credible baseline targets and sources of verification? If not, is a baseline study scheduled (and budgeted for appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved and the capacities of the relevant stakeholders?	5
4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timetable realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is an evaluation planned (before, during and/or at the end of implementation)?	5
4.3 Is the level of involvement and participation of the co-applicant(s) in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5

5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable? - financially (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - institutionally (<i>will the structures allow the results of the action to be maintained at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action – e.g. improved legislation, codes of conduct, methods?</i>) - environmentally (where applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	/ 5
6.2 Is the ratio of estimated costs to results satisfactory?	/ 10
Maximum total score	100

If the total score for Section 1 (financial and operational capacity) is less than 12, the application will be rejected. If the score for at least one of the subsections under Section 1 is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest-scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF APPLICANTS

Eligibility will be verified on the basis of the supporting documents requested by the Contracting Authority (see Section 2.4). It will by default only be verified for the applications that have been provisionally selected on the basis of their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any inconsistency between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next-best-placed application on the reserve list that falls within the available budget for this call for proposals.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. The Contracting Authority will request the following documents in order to allow it to verify the eligibility of the lead applicant, and of the co-applicant(s)¹³:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant¹⁴. Where the Contracting Authority has recognised the eligibility of the lead applicant, the co-applicant(s) for another call for proposals under the same budget line within the 2 years preceding the deadline for receipt of applications, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period) may be submitted, unless a change in legal status has occurred in the meantime¹⁵. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. Where the application concerns a grant for an action for which the amount exceeds EUR 750 000 or an operating grant which exceeds EUR 100 000, the lead applicant shall provide an audit report produced by an approved external auditor, where available, and in all cases where a statutory audit is required by EU or national law, certifying the accounts for no more than the last 4 available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for no more than the last 4 financial years available. This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.
3. The external audit report is not required from the co-applicants. This obligation does not apply to public bodies or international organisations, provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in Chapter 6 of the PRAG.
4. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)¹⁶. A copy of the latest accounts is not required from the co-applicants.
5. The legal entity sheet (see Annex D to these guidelines), duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the supporting documents requested therein. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status has occurred in the meantime.
6. A financial identification form from the lead applicant (not from co-applicants) conforming to the model enclosed in Annex E to these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.
7. Proof of the experience requested at point 2.1.1 of these Guidelines. The partnership as a whole must demonstrate:

¹³ No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

¹⁴ Where the lead applicant and/or a co-applicant is a public body created by a law, a copy of said law shall be provided.

¹⁵ To be inserted only if the eligibility conditions have not changed from one call for proposals to the other.

¹⁶ This obligation does not apply to natural persons who have received a scholarship or are in great need of direct support, nor to public bodies or international organisations. Nor does it apply when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

- To have supported ACP co-production, both financially and in other forms, like technical assistance, and other non-financial forms of support to coproduction/distribution in at least 2 ACP countries in the last 4 years) from the publication date of this call for proposal, submitting audit reports, documents, declaration, documentation coming from third parties or public documents, (including financial statements duly certified by an external auditor), proving its capacity and experience
- Copy of contracts proving the award of at least 2 co-production subsidies in at least 2 ACP countries over the last 4 years from the from the publication date of this call for proposal

8. The lead applicant as well as all co-applicants and affiliated entities must fill in and sign the declaration certifying that they are not in any of the exclusion situations (see Section 2.6.10.1 of the PRAG).

Documents shall be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the originals.

Where such documents are not in one of the official languages of the European Union, a translation into English or French of the relevant parts of those documents proving the lead applicant's and, where applicable, co-applicants' eligibility shall be enclosed for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than the language(s) of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents proving the lead applicant's and, where applicable, co-applicants' eligibility, into one of the languages of the call for proposals.

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

After verifying the supporting documents, the evaluation committee 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*

Lead applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for rejection.

If an applicant considers that there has been an error or irregularity during the award procedure, it may lodge a complaint (for more details see Section 2.4.15 of the PRAG).

The applicants whose proposal has not been selected and who wish to have more further information must send a letter of request, indicating the reference of the Call for proposals et the number allotted to the proposal, to the following address:

Secretariat of the OACPS
Organisation of African, Caribbean and Pacific States
 Dr. Norbert Richard IBRAHIM
 Assistant Secretary General
 Department of Political Affairs and Human Development
 Rue de l' Aqueduc 118
 1050 Brussels, Belgium

Applicants and, where they are legal entities, persons with powers of representation, decision-making or control are informed that, should they be in one of the situations of early detection or exclusion, their contact details (company name or full name if natural person; address/registered office, legal form and full names of the persons with powers of representation, decision-making or control if a legal person) may be registered in the Early Detection and

Exclusion System (EDES) and communicated to persons and entities involved in the award or performance of a grant contract.

For further information, please consult the privacy statement available at: http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

2.5.2. Approximate timetable

	DATE	TIME
1. Information meeting (if any)	Not applicable	Not applicable
2. Deadline for requesting any clarifications from the Contracting Authority	10.05.2021	-
3. Deadline by which the Contracting Authority shall respond to requests for clarification	20.05.2021	-
4. Deadline for submitting applications	31.05.2021	4:00 pm
5. Information to lead applicants on opening and administrative checks and concept note evaluation (Step 1)	09.07.2021	-
6. Information to lead applicants on the evaluation of full applications (Step 2)	30.07.2021	-
7. Notification of award (after eligibility check) (Step 3)	30.09.2021	-
8. Contract signature	29.11.2021	-

All times correspond to the time zone of the country of the Contracting Authority (Belgium)

This indicative timetable refers to provisional dates (except for dates 2, 3 and 4) and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the website of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>.

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY’S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G to these guidelines). By signing the application form (Annex A to these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the Coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case, references to provisions of the standard grant contract

and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

Where implementation of an action requires the beneficiary(ies) to award procurement contracts, those contracts shall be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: 'subcontracting' is the performance, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in the Annex to the grant contract (see also the general terms and conditions in the model grant contract).

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)
- Annex D: Legal Entity Sheet¹⁷
- Annex E: Financial Identification Form

DOCUMENTS FOR INFORMATION¹⁸

- Annex G - Grant contract
 - Annex II: General conditions
 - Annex IV: Contract award rules
 - Annex V: Standard request for payment
 - Annex VI: Model narrative and financial report
 - Annex VII: Template report of factual findings and technical terms of reference for the verification of expenditure on a contract concluded in the context of EU external actions
 - Annex VIII: Model financial guarantee
 - Annex IX: Standard template for transfer of ownership of assets
- Annex H Declaration on honour
- Annex I Daily allowance rates (per diem), available at: http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en
- Annex J Information on the tax regime applicable to grant contracts signed under the call.
- Annex L List of countries and territories as referred to in Section 2.1.1 and Section 2.1.4
- Annex M Conditions for financial support to third parties (to become Annex X of the grant contract)
- Annex N Derogations for International Organisations

Useful links:

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

Implementation of grant contracts

A Users' Guide

<http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

Financial Toolkit

http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

NB: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations, beneficiaries should not exclusively rely on the toolkit but should always consult their individual contract documents.

* * *

¹⁷ Only applicable where the European Commission will make the payments under the contracts to be signed.

¹⁸ These documents should also be published by the Contracting Authority.