****

**Contracting Authority**: European Commission

Raising public awareness of development issues and promoting development education in European Union (DEAR)

Guidelines for grant applicants

Budget lines BGUE 21.020801and 21.020802

Development Cooperation Instrument

Reference:  
EuropeAid/160048/DH/ACT/Multi

Deadline for submission[[1]](#footnote-2) of concept notes:

25 September 2018 at 16:00 (Brussels date and time)

(in order to convert to local time click [here](http://www.timeanddate.com/worldclock/converter.html)[[2]](#footnote-3))

NOTICE

Please note that the awarding of grants is subject to the condition of the prior adoption of the financing decision

This is a restricted call for proposals. In the first instance, only concept notes (Annex A.1) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which 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.

We draw the attention to Article 6.5. of the "General Conditions" (Annexe G to the present Guidelines), which stipulates that the purpose, duration, location and maximum amount of the grant together with the name and address of the beneficiaries (i.e. including the lead-applicants, co-applicants and affiliated entities if any) will be published. Derogation from publication of this information may be granted if it could endanger the beneficiary/ies or harm their interest.

**To apply to this call for proposals organisations must register in PADOR and submit their application in PROSPECT (see section 2.2.2 of the guidelines).** The aim of PROSPECT is to increase the efficiency of the management of the call for proposals and to offer a better service to civil society organisations through a new panel of functionalities such as the on-line submission and the possibility to follow up online the status of their application.

The recording of the Information session held the:12 July 2018, 12:30-14:30, in the DEVCO Info Point[[3]](#footnote-4)is available via this link: <https://webcast.ec.europa.eu/infopoint-lunchtime-conference-europeaid-160048-dh-act-multi>

All organisations can find the e-learning (Annex L) and the PROSPECT users' manual (Annex M) and the FAQ published together with the documents of this call. You may also contact our technical support team via the online support form in PROSPECT[[4]](#footnote-5).

**A functional mailbox specifically dedicated to this call has been set up:**

[EuropeAid-160048@ec.europa.eu](mailto:EuropeAid-160048@ec.europa.eu)

**It shall be used exclusively for sending clarification requests within the deadlines set in paragraph 2.2 of these guidelines, No other functional mailbox will be used. The Contracting Authority reserves the right to close this mail box without prior notice once this call for proposals is closed and not to reply to requests which do not fall under one of the afore-mentioned category.**

**Concept notes or full applications submitted via this mailbox and any other mailbox will not be considered.**

**IMPORTANT**

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. Consequently, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice or clarification request. Applicants are therefore strongly advised to fill in scrupulously the "Check List for Concept Note" (Annex A1) and the "Checklist for the Full Application form" (Annex A.2.). Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

**Please note that all information encoded in PROSPECT must be exhaustive and in line with the content of the concept note. The administrative check will be performed taking into consideration only the information available in PROSPECT in sections: 1 – Contact; 2 – Project; 3 – Co- applicants; 4 - Documents. Please make sure that there are no inconsistencies between the information in PROSPECT and those in the concept note text.**

**Complaints about administrative rejections related to this kind of inconsistencies will not be considered and will not lead to a modification of the decision.**

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article 12.2 of the General Conditions to the grant agreement.

Table of contents

[1 Raising public awareness of development issues and promoting development education in EU 5](#_Toc519156834)

[1.1 Background 5](#_Toc519156835)

[1.2 Objectives of the programme and priority issues 6](#_Toc519156836)

[1.2.1 Global Objective 6](#_Toc519156837)

[1.2.2 Specific objectives 6](#_Toc519156839)

[The specific objectives of this call for proposals are: 6](#_Toc519156840)

[1.2.3 Priority issues (4) 7](#_Toc519156841)

[1.3 Financial allocation provided by the contracting authority 9](#_Toc519156842)

[2 Rules FOR thIS call for proposalS 12](#_Toc519156843)

[2.1 Eligibility criteria 12](#_Toc519156844)

[2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s)) 12](#_Toc519156845)

[2.1.2 Affiliated entities 14](#_Toc519156846)

[2.1.3 Associates and Contractors 15](#_Toc519156847)

[2.1.4 Eligible actions: actions for which an application may be made 16](#_Toc519156848)

[2.1.5 Eligibility of costs: costs that can be included 20](#_Toc519156849)

[2.2 How to apply and the procedures to follow 23](#_Toc519156850)

[2.2.1 Concept note content 24](#_Toc519156851)

[2.2.2 Where and how to send concept notes 24](#_Toc519156852)

[2.2.3 Deadline for submission of concept notes 26](#_Toc519156853)

[2.2.4 Further information about concept notes 26](#_Toc519156854)

[2.2.5 Full applications 26](#_Toc519156855)

[2.2.6 Where and how to send full applications 28](#_Toc519156856)

[2.2.7 Deadline for submission of full applications 29](#_Toc519156857)

[2.2.8 Further information about full applications 29](#_Toc519156858)

[2.3 Evaluation and selection of applications 30](#_Toc519156859)

[2.4 Submission of supporting documents for provisionally selected applications 36](#_Toc519156860)

[2.5 Notification of the Contracting Authority’s decision 37](#_Toc519156861)

[2.5.1 Content of the decision 37](#_Toc519156862)

[2.5.2 Indicative timetable 38](#_Toc519156863)

[2.6 Conditions for implementation after the Contracting Authority’s decision to award a grant 39](#_Toc519156864)

[2.7 Early detection and exclusion system (edes) 39](#_Toc519156866)

[3 LIST OF annexes 40](#_Toc519156867)

1. Raising public awareness of development issues and promoting development education in EU
   1. Background

The Development Education and Awareness Raising (DEAR) Action aims to anchor awareness and understanding of global sustainable development in our societies, highlighting the responsibilities and roles of all individuals, civil society organisations, local authorities, governments and other development actors around the world, to contribute to development.

More than half of all Official Development Aid is provided by the EU and its Member States. The latest Eurobarometer 455 indicates on the one hand that nearly nine in ten respondents (89%, highest level recorded) think that it is important to help people in developing countries and more than half of respondents believe that they can play a role in development (54%). On the other hand however, 49% are not involved in helping developing countries, only 27% give money to organisations involved in development, 22% make ethical choices when shopping and 8% do voluntary work.

European CSOs[[5]](#footnote-6) are well placed to inform about development challenges as well as the impact of policies and behaviours in Europe on development elsewhere. CSOs play a key role in fostering the European public’s understanding and recognition of the significance of development decisions and actions for people globally. Many also work directly on development issues in partner countries. These actors have historically been at the origin of DEAR activities in EU Member States, and remain key contributors to the evolution of DEAR policy and practice in Europe.

Local Authorities (LAs)[[6]](#footnote-7) are also essential actors in DEAR. As the closest public institution to citizens, LAs can promote citizens' mobilisation and engagement in public life at local level. Moreover, according to the constitutional framework operating in Member States, LAs have specific competences in policy-making, service delivery often related to education and environmental protection. Educational, learning or promotional activities carried out in a local context, by LAs and in cooperation with other local actors, may enable citizens to reconnect with their communities and to connect their communities with communities abroad, with whom they share the same development concerns and challenges. LAs’ working for DEAR may result in policy changes at the local level and in a change in the attitude of citizens, which could in turn influence national policies.

DEAR is an integral element of development, aligned with the 2030 Agenda and the new European Consensus on Development[[7]](#footnote-8) (the 'Consensus'). DEAR strives to critically engage citizens, including through civil society organisations and local authorities, in global debates linked to the new 2030 Agenda and the Consensus.

Actions selected from this Call for Proposal will aim **to deliver more focussed and strategic pan-European campaigns on targeted priorities** bringing EU Development Policy and EU answers to global challenges closer to citizens and promote fundamental values such as human rights, democracy, solidarity, peace and tolerance.

Actions will have to take place in a number of different European countries and will reflect two key themes of the Consensus, namely People and Planet. Within these themes the focus areas Migration and Climate change, including its environmental dimension, have been put forward. Migration and climate change are two important global transformational challenges, which concern EU citizens and, more broadly, people in general.

According to the spring 2018 Standard Eurobarometer of 14 June 2018, immigration features as the top challenge that the Union is currently facing (38%), followed by security. The hierarchy of these top concerns has remained unchanged since autumn 2017. The EU’s influence in the world (11%, +2) shares sixth place with climate change (11%, -1), which has a double-digit score for the second consecutive time.

Informing, educating and engaging EU citizens in an evidence based manner about the drivers behind these global challenges and about the EU contribution to address them is thus crucial to contributing to active citizenship, and, ultimately, to the promotion of EU fundamental values and to sustainable development.

Innovative outreach and communication to young people will be considered key in this new DEAR call. They are agents of development and change and, as such, are essential contributors to the 2030 Agenda, including through their ability to innovate. This DEAR call will focus on concrete actions to empower young people and to bring Europe and its achievements closer to them.

* 1. Objectives of the programme and priority issues

1.2.1 Global Objective

The global objective of this Call for Proposals is to ensure the commitment of EU citizens to development and contribute to sustainable lifestyle patterns of EU citizens.

1.2.2 Specific objectives

The specific objectives of this call for proposals are:

* to develop European citizens’ awareness and critical understanding of the interdependent world, of roles and responsibilities in relation to the development issues of the “People” and “Planet” pillars of the Consensus, and
* to encourage their active engagement with global attempts to address these issues whilst simultaneously promoting fundamental values[[8]](#footnote-9).

The objectives will be reached through a combination of campaigns, awareness raising, communication and outreach activities and global learning. Global learning activities either within or outside the formal education system cannot be the main part of the actions proposed. In case formal education actions are proposed, they should be developed in complementarity with Member States’ efforts in development education.

1.2.3 Priority issues (4)

1. *Focus areas to be addressed: Migration and/or Climate Change*

Actions will have to take place in a number of different European countries and will reflect two key themes of the Consensus, namely People and Planet. Within these themes the focus areas **Migration** and **Climate change,** including its relation with environment, have been put forward. Migration and climate change are two important challenges in the globalised world. Informing, educating and engaging EU citizens on these issues and on how they are currently addressed by the EU through its development cooperation is therefore crucial.

Proposals will be requested to address one of these two focus areas or can also opt to combine both focus areas. Proposals must clearly indicate and explain how they address the priorities. This will be assessed under point 1.1 of the Concept Note evaluation grid

**Migration**

Migration is a complex, global, long-lasting phenomenon requiring a carefully-designed, balanced, evidence-based and sustainable policy response. The EU is substantially contributing to tackling the root causes of irregular migration and forced displacement under its development policy and cooperation. Root causes are multifaceted and complex, and range from poverty to exclusion and discrimination, from conflicts to climate change, environmental degradation, natural disasters, and often a mix of them all.

The actions selected through this Call for Proposals shall inform EU citizens, in an evidence-based manner, about drivers for mobility and root causes of irregular migration and forced displacement, their consequences for the people concerned and for EU citizens more globally as well as about the economic, social, environmental, cultural and demographic factors surrounding migration and mobility. The actions will also contribute to raise awareness about EU objectives and approaches in contributing to tackling these root causes in a globalised world.

**Climate Change**

The EU contributes to fighting climate change and environmental degradation at a global level through both domestic action and international cooperation. The EU was also one of the driving forces behind the 2015 UN climate conference (COP21), where countries adopted the first-ever universal, legally binding global climate deal – the Paris Agreement. Achieving the objectives of the Agreement represents a fundamental transformational challenge for our societies.

Actions selected through this Call for Proposals shall contribute to addressing this challenge by informing citizens about: (a) the expected consequences on citizens’ lives should the climate change goals not be achieved, (b) the societal changes needed to help achieve them (opportunities & costs) and (c) the actions individuals can take to reach the climate change targets.

Achieving the objectives of the Paris Agreement on Climate Change requires broad based action combining the promotion of sustainable energy and the transition to a low-emission resource efficient circular economy, action to address deforestation and land use change, the degradation of marine and terrestrial ecosystems, water scarcity, all of which are also necessary to provide decent jobs and sustainable growth for people.

All communication activities under this call must be evidence-based and be conveyed in a neutral and unbiased fashion.

1. *Youth as target group and work directly with citizens*

Innovative outreach and communication to young people will be considered key in this new call. Young people are agents of development and change and, as such, are essential contributors to the 2030 Agenda, including through their ability to innovate. As aforementioned, this call will focus on concrete actions to empower young people and to bring Europe and its achievements closer to them.

An expansive interpretation of youth is to be used, including every person between the ages of 15 and 35 years. The fact that the main target group will have to be youth, does not exclude that target groups can also include other groups such as for example parents, elders, educators, teachers.

The actions proposed should aim at bringing EU Development Policy and EU answers to global challenges closer to citizens. Hence, proposals will prioritize working directly with citizens.

1. *Communication and outreach strategy*

As mentioned under the specific objectives, the main part of the proposed actions and activities will be linked to campaigns, awareness raising, communication and outreach activities, the proposals will have to include a **robust and innovative communication and outreach strategy** in order to realise this outreach.

Applicants are therefore encouraged to involve also communication experts. They could be involved as a co-applicant, an associate or as a contractor. In this context, we would like to draw your attention to the special requirements included for the applicant to demonstrate:

1. Social media capabilities to successfully implement innovative communication activities (Annex XI) and capability to produce a powerful video,
2. Capability to successfully organise “street actions”[[9]](#footnote-10),

This requested communication and outreach strategy, as well as the above mentioned capabilities will have to be demonstrated and included in dedicated annexes (Annexes XI, XII and XIII) at the Full Application Stage (see 2.2.5 point 2+4).

These communication capabilities should be demonstrated by the lead-applicant for itself and the communication and outreach strategy is to be provided by the lead-applicant for the consortium. These points will be assessed under point 1.2 and 3.2. of the Full Application evaluation grid.

The projects may seek inspiration and ideas on how to engage and mobilise their target audiences on their chosen theme, by analysing the look, design and messaging of recent EU-wide communication campaigns for citizens, in particular the EU&ME campaign. This campaign communicates through different digital platforms and innovative communications tools with EU citizens. Actions used to communicate include amongst others competitions across Europe, short films showing stories of young people who have personally experienced the impact of the EU, live presence at public events to reach out to young people such as concerts, roadshows or workshops.

1. *Cross cutting themes*

Proposals will have to implement a right based approach. Issues related to gender equality and women empowerment will also have to be addressed.

Proposals, not having Climate Change as a focus area, shall also address broader environmental issues and the close inter-relations between climate change and environmental sustainability.

Proposals will contribute to promoting the fundamental values, as defined by Art. 2 of the Lisbon Treaty[[10]](#footnote-11) “The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail and promote fundamental values such as human rights, democracy, solidarity, peace and tolerance.”

Projects should be innovative as well as based on solid evidence; hence, academia and research may play an important role in the proposed actions.

**Expected results of this call for proposals are amongst others :**

1. Rolling out of focused and strategic pan-European campaigns on the targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens with a high visibility and impact;
2. Re-connection with fundamental values and European achievements in general;
3. Increased public awareness of the Agenda 2030 and the European Consensus on Development[[11]](#footnote-12) (the ‘Consensus’);
4. Better informed and empowered youth, more in particular in relation to Migration and Mobility and Climate change;
5. Increased awareness of a) the reasons surrounding development work in partner countries b) the benefits of development work in the South for citizens/ countries of the North and c) the results obtained through development work in the South;
6. Increased commitment and engagement of European youth and citizens more in general, in attempts to eradicate global poverty, promote justice, human rights, gender equality, climate and environment action, green economy and sustainable ways of living;
7. Enhanced competencies of educators, youth and adults to critically examine global interdependencies between the EU and developing nations, of the role of EU development cooperation in an increasingly interdependent world and this through participatory, innovative and learner empowerment approaches;
8. Better integration of development issues into formal and non-formal education systems in Member States;
9. Higher engagement to promote policy coherence for development;
10. Citizens’ increased awareness, knowledge and engagement in relation to sustainable lifestyle patterns and sustainable patterns of consumption and production.
11. Increased engagement of LAs and associations of LAs in development education and awareness raising.
12. Contribute to a common communication effort of all projects selected from this Call for Proposals
    1. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is EUR 77.000.000 and is specified in the Multi-Annual Action Programme (MAAP) 2018-2020.

The total allocation for CSOs is EUR **57.750.000**. The total allocation for LAs is EUR **19.250.000.**

Please note that the overall indicative amount made available under this Call for Proposals, and as indicated in point 1.3 of these Guidelines, is a combination of EU general budget for the Thematic Programme “Civil Society and Local Authorities".

The allocations for the funding of 2018, 2019 and 2020 are subject to the availability of these funds in the concerned budget.

There will be three different lots; the indicative allocations per lot are as follows:

**Lot 1: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a Civil Society Organisation (CSO) or an association of CSOs, from all EU member states.**

Total available EUR 43.000.000

**Lot 2: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a CSO or an association of CSOs from EU 13 member states**[[12]](#footnote-13)**.**

Total available EUR 14.750.000

**Lot 3: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a Local Authority or Association of LAs, from all EU member states.**

Total available EUR 19.250.000

For Lots 1 and 2 : in case the indicative amounts cannot be used due to insufficient quality or number of proposals received, the Contracting Authority could reallocate the remaining funds between these lots.

Since funds from Lot 3 come from a different budget line, no reallocation is possible neither from lot 1 or 2 to lot 3, nor from lot 3 to other lots.

The Contracting Authority reserves the right not to award all available funds. Likewise, this amount could be increased should more funds become available.

Geographical balance could be taken into account by the European Commission at any stage of the technical evaluation.

**Size of grants**

The EU contribution must fall between the following minimum and maximum amounts:

**Lot 1: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a Civil Society Organisation (CSO) or an association of CSOs, from all EU member states**

* + minimum amount: EUR 7.000.000
  + maximum amount: EUR 12.000.000

**Lot 2: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a CSO or an association of CSOs from EU 13 member states**[[13]](#footnote-14)

* + minimum amount: EUR 2.000.000
  + maximum amount: EUR 7.000.000

**Lot 3: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a Local Authority or Association of LAs, from all EU member states**

* + minimum amount: EUR 3.000.000
  + maximum amount: EUR 7.000.000

Any grant requested under this Call for Proposals may not exceed the following maximum percentages of total eligible costs of the Action:

* Maximum percentage: 90% of the total eligible costs of the Action for all lots (see also section 2.1.5).

As per section 6.3.10. of the Practical Guide, the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity (in the context of this 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). Expected revenue of the action may be accepted as co-financing. However, action revenues in excess of the total costs will be considered as profit. As such, it will need to be deducted when calculating the final amount of the EU grant.

The balance (i.e. the difference between the total cost of the Action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund[[14]](#footnote-15).

1. Rules FOR thIS call for proposalS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the Practical Guide, which is applicable to the present call (available at <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

* 1. Eligibility criteria

There are three 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)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred 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);
* The third parties (2.1.3)

1. the actions:

* Actions for which a grant may be awarded (2.1.4);

1. the costs:

* types of cost that may be taken into account in setting the amount of the grant (2.1.5).
  + 1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

**Lead applicant**

**(1) Under Lot 1 and 2,** in order to be eligible for a grant, the **lead** applicant must:

* be a legal person **and**
* be non-profit-making **and**
* be a Civil Society Organisation (CSO) or an association of CSOs **and**
* be established[[15]](#footnote-16) in a Member State of the European Union[[16]](#footnote-17) (for lot 1) **or** be established in an EU 13[[17]](#footnote-18) Member state **(for lot 2) and**
* be directly responsible for the preparation and management of the Action with the co-applicants and affiliated entity(ies), not acting as an intermediary **and**
* be able to demonstrate to have carried out activities in the field of development awareness raising, campaigning, communication and/or global learning for at least three years.

**Under lot 3,** in order to be eligible for a grant, the **lead** applicant must:

* be a legal person **and**
* be a Local Authority (LA) from a Member State of the European Union, constituted in accordance with the legislation in force in the country or Associations of Local Authorities (ALA) registered in a Member State of the European Union **and**
* be directly responsible for the preparation and management of the Action with the co-applicants and affiliated entity(ies), not acting as an intermediary **and**
* be able to demonstrate to have carried out activities in the field of development awareness raising, campaigning, communication and/or global learning for at least three years.

.

**NB: For all lots, associations which membership include both CSOs and LAs will be considered as either associations of CSOs or as associations of LAs, depending on their legal status and on whether the majority of their membership is CSO or LA.**

(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 2.3.3 of the Practical Guide;

In Annex A.2, section 5 (‘declaration by the lead applicant’), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant must act with co-applicant(s) as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator in Annex E3h1 (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the Action.

**Co-applicant(s)**

**For all lots,** co-applicants participate 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 must sign the Mandate in Annex A.2., section 4 of the grant application form.

If awarded the Grant contract, the co-applicants will become beneficiaries in the Action (together with the Coordinator).

**Under all lots**, the lead applicant must act together with **a** **minimum of two co-applicants. The three of them must be established in three different EU Member States.**

**All co-applicants must satisfy the following three eligibility criteria:**

* be legal persons **and**
* be established in a Member State of the European Union or of an eligible partner country or territory as defined in the OECD DAC list[[18]](#footnote-19) constituted in accordance with the legislation in force in the country
* be non-profit-making and be a Civil Society Organisation (CSO) or an association of CSOs; **or** be a Local Authority (LA) or an association of LAs; **or** be a private sector operator with communication/campaigning/marketing expertise[[19]](#footnote-20)

Please note that all information encoded in PROSPECT must be exhaustive and in line with the content of the concept note. The administrative check will be performed taking into consideration only the information available in PROSPECT in sections 1 - contact, 2 - project and 3 – co-applicants. Please make sure that there are no inconsistencies between the information in PROSPECT and those in the concept note text.

* + 1. Affiliated entities

The lead applicant and its co-applicant(s) may act with affiliated entity(ies)

**Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):**

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

(i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to applicant may hence be:

* Entities directly or indirectly controlled by an applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by an applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
* Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
* Entities under the same direct or indirect control as the applicant (sister companies).

(ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

##### What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

* Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegatees for public services for an applicant,
* Entities that receive financial support from an applicant,
* Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
* Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a "sole applicant" as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the eligibility criteria of a co-applicant. They must sign the affiliated entity(ies) statement in Annex A.2., section 5.

Note that the fact of having a structural link with the lead applicant does not prevent an organisation from being co-applicant in the partnership. It is the lead applicant's decision to define the role of the actors composing its partnership and implementing the action: co-applicants or affiliated entities.

* + 1. Associates and Contractors

The following entities are not applicants nor affiliated entities and do not have to sign the "mandate for co-applicant(s)" or "affiliated entities' statement":

* 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 do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Annex A.2., section 6 — ‘Associates participating in the action’.

* Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

As mentioned under the specific objectives, the main part of the proposed actions and activities will be linked to campaigns, awareness raising, communication and outreach activities, the proposals will have to include a robust and innovative communication and outreach strategy in order to realise this outreach. Applicants are therefore encouraged to involve also communication experts. They could be involved as a co-applicant, an associate or as a contractor

* Third Parties

Strengthening the capacity of small and middle sized CSOs and LAs shall be a priority. This aspect shall be duly reflected in the selection and evaluation process of the third parties.

Third parties eligible for financial support **must**:

* be a legal person **and**
* be non-profit-making **and**
* be a Civil Society Organisation (CSO) or an association of CSOs, **or** be Local Authorities or Associations of Local Authorities constituted in accordance with the legislation in force in the country, **and**
* be established in[[20]](#footnote-21) a Member State of the European Union**, and**
* **not** be a beneficiary of a grant (neither lead, nor co-applicant, or affiliated entity) in the frame of this call for proposals

A legal entity may only be eligible to receive one financial support to third party within the framework of this call for proposals.

* + 1. Eligible actions: actions for which an application may be made

Definition

An Action is composed of a set of activities.

Duration

The initial planned duration of an Action may not be lower than 24 months nor exceed 48 months.

Sectors or themes

Actions will have to address the priority issues identified in chapter 1.2.3.

Location

Depending on the lot, actions will have to take place in certain number of EU Member States:

* + **Lot 1: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a Civil Society Organisation (CSO) or an association of CSOs, from all EU member states.** 
    - Actions must take place in a minimum of 8 EU Member States.
  + **Lot 2: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a CSO or an association of CSOs from EU 13 member states.**
    - Actions must take place in a minimum of 5 EU Member States.
  + **Lot 3: Focussed and strategic pan-European campaigns on targeted priorities bringing EU Development policy and EU answers to global challenges closer to citizens led by a Local Authority or Association of LAs, from all EU member states.**
    - Actions must take place in a minimum of 5 EU Member States.

For all lots:

Specific project activities (e.g. transfer of good practices, international exchange, networking) may take place in an eligible partner country or territory as defined in the OECD DAC list on the condition that they constitute a minor part of the Action and directly contribute to the objectives of the present Call for Proposals.

Types of Action:

To be eligible for co-financing, Actions under this call must comply with the objectives and the priority issues of the Call for Proposals described in point 1.2 of these Guidelines. These Actions shall also aim at reaching one or more of the expected results mentioned under the same point.

Although final beneficiaries of the Action could be the general population, Actions must clearly identify and define specific target groups. Actions that target citizens directly should be prioritised.

The objectives will be reached through a combination of campaigns, awareness raising, communication and outreach activities and global learning. Global learning activities either within or outside the formal education system can however not be the main part of the actions proposed. In case formal education actions are proposed, they should be developed in complementarity with Member States’ efforts in development education.

* Campaigns/Awareness Raising/Communication actions aim at concrete changes in behaviour at individual and collective levels. They use results-oriented strategies. They facilitate and support informed public engagement and advocacy for more just and sustainable policies, political/economic structures, and individual behaviours and practices. Campaigning projects should have a clear pan-European dimension. They should seek to produce results at European level, and should involve coordinated Action and a coherent approach in various Member States.
* Global Learning will focus on development education in the formal education system (such as curriculum development, teacher training, development education programmes in school, work with parent-teachers associations, etc.) and on Actions outside of the formal education system (such as youth groups, non-formal education, seminar type conferences, etc.) This part of the project aims at enhancing the competences of the target groups in addressing issues of global development. Learner-centred, participatory, dialogue-oriented and experiential methodologies are used to develop such competences.

In order to ensure the applications have a robust and innovative communication and outreach strategy they have to use an adequate mixture of tools and activities to achieve the objectives of this call. Examples of these tools and activities are mentioned below:

1. Apps
2. TV/radio programmes
3. Regular features in online/paper media
4. Online myth busting campaigns, crack down social media campaigns.
5. Street comm actions
6. Docu-fictions
7. Documentaries
8. Youtube channels
9. Mini-series for the web
10. Teaching Video material
11. Develop ways to innovatively use technology to involve citizens in “development” (as was for example the case in the project “Making all voices count” <http://www.makingallvoicescount.org/>,
12. Young Ambassadors
13. Use of national/local celebrities
14. Public events (such as concerts and roadshows)
15. Competitions
16. Conferences, workshops, on-line platforms and/or training programmes;
17. Tutorials for schools and other educational material.

During the full proposal stage, applicants will be requested to include their proposed communication and outreach strategy (Annex XIII) as well as to demonstrate their capabilities related to social media and the organisation of “street action” (Annexes XI and XII). The Communication and outreach strategy will have to detail and include which tools and activities will be used, these need to be innovative.

These communication capabilities should be demonstrated by the lead-applicant for itself and the communication and outreach strategy is to be provided by the lead-applicant for the consortium.

**The following types of Actions are ineligible for all lots:**

* Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
* one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the Action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities";
* 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 or its partner(s);
* Actions consisting mainly of research or of study;
* Actions which consist exclusively or primarily in capital expenditure, such as infrastructure, land, equipment;
* Actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
* Actions supporting directly political parties;
* Actions which include proselytising activities.

Types of activity

Applicants are invited to present all the activities they consider necessary in order to achieve the objectives of this Call for Proposals in relation to existing national and/or local demands, and to obtain tangible results in the context where the selected projects will be implemented.

In preparing the plan of activities and related budget, it is compulsory to foresee the participation of one lead applicant project staff, and two co-applicant project staff, in the seminars which the European Commission may organise in Brussels or elsewhere, at least once a year for the whole duration of the project. Participation in seminars such as the inception and capitalisation seminars, for the purpose of training, exchange of good practices and networking is compulsory for the Actions presented under all lots of this Call for Proposals. This activity must be clearly spelled out in the description and the budget of the Action (travel, accommodation, per diem for Brussels as a calculation basis, for a maximum of nine man days).

In preparing the plan of activities and related budget, applicants **must include** the costs of **external expenditure verifications.** Requests for payment submitted by Beneficiaries must be accompanied by an expenditure verification report.

An **external final evaluation** of the proposed Action also has to be included in the proposal and the related budget.

Financial support to third parties[[21]](#footnote-22)

Applicants may propose financial support to third parties in order to help them achieving the objectives of this call. This support may be the main purpose of the action, but is not mandatory.

The inclusion of financial support to third parties is encouraged to make funds of this call available to smaller/grass roots organisations, which have often a very strong rooting in their constituency and very good and innovative ideas, but they lack the organisational capacity to participate in this action as a co-applicant.

The maximum amount of financial support per third party is EUR 60 000, except where financial support to third parties is the main purpose of the action in which case maximum amount of financial support per third party is EUR 250 000.

**For projects under this call with the main purpose of financial support to third parties, applicants should refer to Annex X for more detailed information.**

In compliance with the present guidelines and notably of any conditions or restrictions in this section, the lead applicant should define mandatorily in section 2.1.1 of the grant application form:

1. the objectives and results to be obtained with the financial support
2. the different types of activities eligible for financial support, on the basis of a fixed list
3. the types of persons or categories of persons which may receive financial support

(iv) the criteria for selecting these entities and giving the financial support

1. the criteria for determining the exact amount of financial support for each third entity, and
2. the maximum amount which may be given;
3. the system of control set up to verify the eligibility of costs

In all events, the mandatory conditions set above for giving financial support (points (i) to (vii)) have to be strictly defined in the grant contract as to avoid any exercise of discretion.

Visibility

The applicants must 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 must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/communication-and-visibility-manual-euexternal-actions\_en).

Number of applications and grants per applicants/affiliated entities

* An entity may not submit more than one application as a lead applicant/coordinator under this call for proposals.
* An entity that has applied as a lead applicant/coordinator in one application may be a co-applicant or an affiliated entity in other applications at the same time.

Should an entity submit more than 1 application as a lead applicant/coordinator under this call for proposals, the Evaluation Committee will only consider the first proposal arrived on the basis of submission date and hour. Any other proposal submitted by the entity will be rejected.

* + 1. Eligibility of costs: costs that can be included

Only ‘eligible costs’ can 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 be based on any or a combination of the following forms:

* actual costs incurred by the beneficiary(ies) and affiliated entity(ies)
* one or more simplified cost options.

Simplified cost options may take the form of:

* **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
* **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
* **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex K)

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading applicants must:

* describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
* clearly explain the formulas for calculation of the final eligible amount[[22]](#footnote-23)
* identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account).

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

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

The simplified cost option may also take the form of an apportionment of Field Office's costs.

Field Office means a local infrastructure set up in one of the countries where the action is implemented or a nearby country. (Where the action is implemented in several third countries there can be more than one Field Office). That may consist of costs for local office as well as human resources.

A Field Office may be exclusively dedicated to the action financed (or co-financed) by the EU or may be used for other projects implemented in the partner country. When the Field Office is used for other projects, only the portion of capitalised and operating costs which corresponds to the duration of the action and the rate of actual use of the field office for the purpose of the action may be declared as eligible direct costs.

The portion of costs attributable to the action can be declared as actual costs or determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

The method of allocation has to be:

1. Compliant with the beneficiary's usual accounting and management practices and applied in a consistent manner regardless of the source of funding and

2. Based on an objective, fair and reliable allocation keys. (Please refer to Annex K to have examples of acceptable allocation keys).

A description prepared by the entity of the allocation method used to determine Field Office's costs in accordance with the entity's usual cost accounting and management practices and explaining how the method satisfy condition 1 and 2 indicated above, has to be presented in a separate sheet and annexed to the Budget.

The method will be assessed and accepted by the evaluation committee and the Contracting Authority at contracting phase. The applicant is invited to submit (where relevant) the list of contracts to which the methodology proposed had been already applied and for which proper application was confirmed by an expenditure verification.

At the time of carrying out the expenditure verifications, the auditors will check if the costs reported are compliant with the method described by the beneficiary(ies) and accepted by the Contracting Authority.

Adequate record and documentation must be kept by the beneficiary(ies) to prove the compliance of the simplified allocation method used with the conditions set out above. Upon request of the beneficiary(ies), this compliance can be assessed and approved ex-ante by an independent external auditor. In such a case, the simplified allocation method will be automatically accepted by the evaluation committee and it will not be challenged ex post.

When costs are declared on the basis of such allocation method the amount charged to the action is to be indicated in the column "TOTAL COSTS" and the mention "APPORTIONMENT" is to be indicated in the column "units" (under budget heading 1 (Human resources) and 4 (Local Office) of the Budget).

It has to be noted that the EUR 60.000 limit, otherwise applicable to costs declared on the basis of simplified cost options, is not relevant for costs declared following apportionment of Field Offices.

Eligible direct costs

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

**In order to make sure that the majority of funds flows to actions and activities that target citizens directly, costs include under the Human Resources heading (Heading 1 in the budget) should be reasonable. It is therefore requested that the “Subtotal Human Resources” (the total of all expenses under budget heading “1. Human Resources”) represents a maximum of 40% of the total eligible costs (as mentioned in line 11 of the budget). Applications that exceed this limit will be excluded.**

Contingency reserve

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

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the 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 or affiliated entity(ies) 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 a 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 not eligible costs.

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
* purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred, in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
* purchases of vehicles, unless the applicant can demonstrate that the purchase is necessary for the purpose of the action implementation;
* currency exchange losses;
* office rent, unless the applicant can demonstrate that additional and specific office rental is necessary for the purpose of the action implementation;
* taxes, including VAT, unless the beneficiary or co-beneficiaries can demonstrate they cannot reclaim them;
* credit to third parties;
* Salary costs of the personnel of national administrations at the national level (e.g. national ministries)
  1. How to apply and the procedures to follow

To apply for this call for proposals the lead applicants need to:

1. Provide information about the organisations involved in the action. Please note that the registration of this data in **PADOR is obligatory[[23]](#footnote-24)** for this call for proposals:

**Concept note step**: Registration in PADOR is obligatory only for lead applicants and public national or local authorities whatever their role is (co-applicant or associate). Entities registered in PADOR get a unique ID (EuropeAid ID) which they must mention in PROSPECT (lead applicant/co-applicant) or in the letter (associate). Please note that the absence of PADOR registration may lead to the rejection of the application.

**Full application step:** Registration is obligatory for co-applicant(s) and affiliated entity(ies). Lead applicants must make sure that their PADOR profile is up to date.

1. Provide information about the action in the documents listed under sections 2.2.2 (concept note) and 2.2.5 (full application). Please note that online submission via **PROSPECT is obligatory** for this call,

PADOR is an on-line database in which organisations register and update information concerning their entity. Organisations registered in PADOR get a unique ID (EuropeAid ID) which they **must mention** in their application. PADOR is accessible via the website: <http://ec.europa.eu/europeaid/pador_en>

**It is strongly recommended to register in PADOR well in advance and not to wait until the last minute before the deadline** **to submit your application in PROSPECT.**

If it is impossible to register online in PADOR for technical reasons, the applicants and/or affiliated entity(ies) must complete the ‘PADOR off-line form[[24]](#footnote-25) attached to these guidelines. This form must be sent **together with the application,** by the submission deadline (see sections 2.2.2 and 2.2.5).

Before starting using PADOR and PROSPECT, please read the user guides available on the website. All technical questions related the use of these systems should be addressed to the IT helpdesk at [EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu) via the online support form in PROSPECT.

* + 1. Concept note content

Applications must be submitted in accordance with the concept note instructions in the grant application form[[25]](#footnote-26) annexed to these guidelines (Annex A.1). Applicants must apply in English.

Please note that:

1. In the concept note lead applicants must provide only an estimate of the **requested EU contribution,** as well as an indicative percentage of this contribution in relation to the total eligible costs of the action. A detailed budget is to be submitted only by lead applicants invited to submit a full application in the second phase

2. The elements outlined in the concept note may not be modified in the full application form. **The EU contribution may not vary from the initial estimate by more than 20 %.** Lead applicants are free to adapt the requested EU contribution as a percentage of the total eligible costs within the minimum and maximum amounts and percentages provided in section 1.3. The lead applicant may add, replace or remove a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in section 2.1.1 of the grant application form. Should the explanation/justification not be accepted by the Evaluation Committee, the proposal shall be rejected.

Own contributions by the applicants can be replaced by other donors' contributions at any time.

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains **all relevant information** concerning the action. **No additional annexes should be sent.**

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

* + 1. Where and how to send concept notes

1. The concept note together with the declaration by the lead applicant (Annex A.1 section 2) **must** **be submitted online** **via PROSPECT** <https://webgate.ec.europa.eu/europeaid/prospect> following the instructions given in the PROSPECT user manual.

Upon submission of a concept note online, the lead applicant will receive an automatic confirmation of receipt in its PROSPECT profile.

1. If it is impossible for lead applicants to submit their concept note online via PROSPECT for technical reasons, they must send their proposal in a sealed envelope together with the declaration by the lead applicant **(Annex A.1 section 2).** In particular, the lead applicant must send, in a sealed envelope as described below the following items:

One original of the concept note. The signed declaration by the lead applicant (Annex A.1 section 2) must be printed and stapled separately and enclosed in the envelope;

An electronic version (CD-Rom or USB stick) of the items under point (a). The electronic file must contain **exactly the same application** as the paper version enclosed.

Please note that "technical reasons" should be understood ONLY in a situation when PROSPECT is not responding. Paper submission when PROSPECT is working may lead to the rejection of the application.

The validity of the submission off-line will be examined by the Evaluation Committee.

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

To reduce expense and waste, we strongly recommend that you do not use plastic folders or dividers. Please also use double-sided printing if possible.

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

Postal address

European Commission

Directorate-General for International Cooperation and Development

Unit DEVCO B6 Finance and Contracts

Attn. Head of Unit

L-41 03/110

Avenue du Bourget, 1

B-1140 Brussels BELGIUM

Address for hand delivery or by private courier service

European Commission

Directorate-General for International Cooperation and Development

Unit DEVCO B6 Finance and Contracts

Attn. Head of Unit L-41 03/110

Avenue du Bourget, 1

B-1140 Brussels

BELGIUM

Tel : +32 2 2997916

Concept notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected. Hand-written concept notes will not be accepted.

**Please note that incomplete concept notes may be rejected.** Lead applicants are advised to verify that their concept note is complete by using the checklist for concept note (Annex A.1, Instructions).

All IT technical questions related to **PROSPECT** should be addressed to the PROSPECT helpdesk at:

[EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu).

* + 1. Deadline for submission of concept notes

The deadline for the submission of concept notes is **25 September 2018 at 16:00** (Brussels date and time). In order to convert this deadline to local time you can use any online time converter tool that takes into account timezones and winter/summer time changes (example available **here)[[26]](#footnote-27) The lead applicant is strongly advised not to wait until the last day to submit** its concept note, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties.

In the exceptional case of submission by post or by hand delivery (see section 2.2.2), the date of submission is evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 local time as evidenced by the signed and dated receipt.

**Any concept note submitted after the deadline will be rejected.**

However, for reasons of administrative efficiency, the Contracting Authority may also reject any concept note sent in due time but received after the effective date of approval of the concept note evaluation (see indicative calendar under section 2.5.2)

* + 1. Further information about concept notes

An information session on this call for proposals will be held on July 12, 2018 at DEVCO Info Point[[27]](#footnote-28)

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

E-mail address: [EuropeAid-160048@ec.europa.eu](mailto:EuropeAid-160048@ec.europa.eu)

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

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

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> as appropriate. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at [EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu) **via the online support form in PROSPECT:** Please note that the working languages of the IT support are: English French and Spanish. Therefore users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

* + 1. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using the full application form annexed to these guidelines (Annex A.2).

Applications must be submitted in accordance with the full application instructions at the end of Annex A.2. Lead applicants must submit their full applications in the same language as their concept notes.

Please note that:

1. The elements outlined in the concept note cannot be modified by the lead applicant in the full application form. **The EU contribution may not vary from the initial estimate by more than 20 %,** although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under section 1.3. The lead applicant may add, remove or replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). An explanation/justification of the relevant replacement/adjustment shall be included in section 2.1.1 of the grant application form. Should the explanation/justification not be accepted by the Evaluation Committee, the proposal shall be rejected.

2. The full application needs to outline (Annex XIII) a clear, innovative and robust communication and outreach strategy, detailing key dimensions (online communication, social media, press and media, audio-visual material, communication in print..) and in addition the most important events and responsibility for the strategy and activities. There is no strict template to respect, but the communication plan must contain the elements mentioned above as well as components mentioned in Section 2.3 of the Communication and Visibility requirements for EU External Actions which are available online <https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en> .

3. A copy of the lead applicant’s accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be uploaded in PADOR by the full application deadline. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).

4. The full application has to document the capabilities of the lead=applicant to successfully implement innovative communication activities. Hence, the lead applicant has to submit:

a) Documented social media and video capabilities: The lead-applicant needs to fill in and submit a completed Annex XI regarding the social media capabilities of the lead-applicant as part of the full application (See annex XI part 1 for more details). As part of the Full Application evaluation, this information will be used to assess the capability of the entity to deploy innovative communication activities.

b) Documented capability to produce powerful video: The lead-applicant has to document as part of its full application (in Annex XI section 2 - that the lead-applicant has produced and published on the internet a powerful video by providing the link (e.g. web-address) to one minimum 20 second video published on the internet (e.g. YouTube, twitter or other).

As part of the Full Application evaluation, the video will be assessed by a group of communication specialists regarding i) how likely is it the video will have the desired impact ii) the message of the video is unambiguous, powerful and will be understood by the target group, iii) how much was the video distributed, how many views? iv) the video is technically well done?

c) documented “success stories” of two street actions: The lead-applicant has to document in its full application the realization of two successful street actions (=action in a public place), by the lead-applicant, which took place in the last 24 months, with the purpose to mobilise citizens.

Each “success story” has a length of 7 pages, where a narrative part contains basic information regarding the street action (what, where, how, why, when, what for, what was achieved immediately (=output, e.g. 250 people viewed the event, and 125 signed subsequently on online petition for or against…) and what was contributed to (=outcome, impact), overall cost for organising event…) is provided, followed up by a part documenting the event and its success, e..g. by including pictures or the link to a public video to demonstrate i) how well the activity went (how many people participated, whether participants were motivated/eager/inclined to do…), ii) documenting as far as possible output, outcome, impact.

As part of the Full Application evaluation, the success stories will be evaluated by a group of communication specialists regarding 1) impact of the event, 2) quality of the event, 3) cost-benefit analysis. The success stories shall be submitted as Annex XII of the full application.

5. The full application form, the published annexes (budget, logical framework) as well as the documents/information required under point 4 above will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain **ALL the relevant information** concerning the action. **No other annexes should be sent.**

Any error or any major inconsistency related to the full application instructions (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.

* + 1. Where and how to send full applications

Full application forms together with the budget, the logical framework and the declaration by the lead applicant must be submitted online via PROSPECT [https://webgate.ec.europa.eu/ europeaid/prospect](https://webgate.ec.europa.eu/europeaid/prospect) following the instructions given in the users’ manual.

Upon submission of the full application online, the lead applicants will receive an automatic confirmation of receipt in their PROSPECT profile.

(a) If the lead applicant submitted the concept note by post / hand delivery (see section 2.2.3) it must send the full application by the same means (by post or hand delivery)

(b) If the lead applicant submitted the concept note online via PROSPECT but it is technically impossible for the organisation to submit the full application online

In the above two cases the lead applicant must send by post the application, i.e the full application form, the budget, the logical framework, the declaration by the lead applicant and the mandate(s) by the coapplicant(s). The lead applicant must send, in a sealed envelope as described below, the following items:

1. One original signed copy of the full application form, the budget and the logical framework. The declaration by the lead applicant and the mandate(s) by the co-applicant(s) must be printed and stapled separately and enclosed in the envelope
2. An electronic version (CD-Rom or USB stick) of the items under point (a). The electronic file must contain exactly the same application as the paper version enclosed.

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible

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

Postal address

European Commission

Directorate-General for International Cooperation and Development

Unit DEVCO B6 Finance and Contracts

Attn. Head of Unit L-41 03/110

Avenue du Bourget, 1

B-1140 Brussels BELGIUM

Address for hand delivery or by private courier service

European Commission

Directorate-General for International Cooperation and Development

Unit DEVCO B6 Finance and Contracts

Attn. Head of Unit L-41 03/110

Avenue du Bourget, 1 B-1140 Brussels BELGIUM

Tel : +32 2 2997916

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

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected. Hand-written applications will not be accepted. **Please note that incomplete applications may be rejected.** Lead applicants are advised to verify that their application is complete using the checklist (Annex A.2, Instructions).

* + 1. Deadline for submission of full applications

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected. This letter will appear online automatically in the PROSPECT profile of the lead applicant.

**Lead applicants are strongly advised not to wait until the last day to submit their full applications**, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such afore-mentioned difficulties. Any application submitted after the deadline will be rejected.

In the case of submission by post, (see section 2.2.6), the date of submission is evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 as evidenced by the signed and dated receipt.

Any application submitted after the deadline will be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may also reject any full application sent in due time but received after the effective date of approval of the full application evaluation (see indicative calendar under section 2.5.2).

* + 1. Further information about full applications

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

E-mail address: EuropeAid-160048@ec.europa.eu

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

Replies will be given 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, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, as appropriate. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

All questions related to registration in PADOR or the online submission via PROSPECT should be addressed to the IT helpdesk at [EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu) **via the online support form in PROSPECT.** Please note that the working languages of the IT support are: English French and Spanish. Therefore users are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

* 1. 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.

**STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION**

During the opening[[28]](#footnote-29) and administrative check (including the eligibility check of the action) the following will be assessed:

* + - If the deadline has been met. Otherwise, the application will be automatically rejected.
    - If the concept note satisfies all the criteria specified in the checklist in the instructions included in Annex A.1. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 in line with the evaluation grid below. The evaluation will also check the compliance with the instructions on how to complete the concept note (Annex A.1).

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.

**Evaluation Grid**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Relevance of the action** | **30** |
| * 1. How relevant is the proposal to the objectives and the priorities of the Call for Proposals?\* | 5x2\*\* |
| * 1. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU actions and avoidance of duplication)?\* | 5x2\*\* |
| * 1. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?\*   Includes the evaluation of the methodology for Financial support to Third parties (cfr. Section 2.4) | 5 |
| * 1. Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices and the other priority issues mentioned under 1.2.3 of these guidelines? | 5 |
| **2. Design of the action** | **20** |
| 2.1. How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders? | 5x2\*\* |
| 2.2. Is the action feasible and consistent in relation to the objectives and expected results? | 5x2\*\* |
| **Maximum total score** | **50** |

\*\*these scores are multiplied by 2 because of their importance

Concept notes with a score lower than 30 will be rejected.

Concept notes that reach the above threshold will be ranked by score. The highest scoring applications will be pre-selected until the limit of at least 200% of the available budget for this call for proposals is reached.

The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

Lead applicants will receive a letter indicating the reference number of their application and the respective results. This letter will automatically appear online in the PROSPECT profile of the lead applicant. Lead applicants who, in exceptional cases (see section 2.2), had to submit their application by post or hand-delivery will receive the letter by email or by post if no e-mail address was provided.

The pre-selected lead applicants will subsequently be invited to submit full applications.

**STEP 2: OPENING & ADMINISTRATIVE CHECK AND EVALUATION OF THE FULL APPLICATION**

During the opening[[29]](#footnote-30) and administrative check (including the eligibility check of the action) for full applications the following will be assessed:

* + - If the submission deadline has been met. Otherwise, the application will automatically be rejected.
    - If the full application satisfies all the criteria specified in the checklist in Annex A.2. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and the capacity of the applicants and affiliated entity(ies). The evaluation criteria used are presented in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity 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 applicants and to any affiliated entity(ies).

For the purpose of the evaluation of the financial capacity, lead applicants must ensure that the relevant information and documents (i.e. accounts of the latest financial year and external audit report, where applicable) in their PADOR profile are up to date. If the information and documents in PADOR are outdated and do not allow for a proper evaluation of the financial capacity, the application may be rejected.

**The award criteria** help to evaluate the quality of the 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.

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[[30]](#footnote-31)**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Financial and operational capacity** | **20** |
| 1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management? | 5 |
| 1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise (especially knowledge of the issues to be addressed Migration and Climate change) as well as sufficient capacity to deal with innovative communication ? | 5 |
| 1.3. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity (including staff, equipment and ability to handle the budget for the action, organisation street actions, …) ? | 5 |
| 1.4. Does the lead applicant have stable and sufficient sources of finance? | 5 |
|  |  |
| **2. Relevance of the action** | **30** |
| 2.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals? | 5x2\*\* |
| 2.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU actions and avoidance of duplication)? | 5x2\*\* |
| 2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? | 5 |
| 2.4. Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices [and the other additional elements indicated under 1.2. of these guidelines]? | 5 |
| **3. Effectiveness and feasibility of the action** | **20** |
| 3.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 |
| 3.2. Is the action plan clear and feasible? Does the proposal contain a clear, innovative and robust communication strategy? How likely is it that the communication strategy will achieve its desired impact? | 5 |
| 3.3. Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned? | 5 |
| 3.4. Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory? | 5 |
|  |  |
| **4. Sustainability of the action** | **15** |
| 4.1. Is the action likely to have a tangible impact on its target groups? For actions within the formal education system, the complementarity with Member States’ efforts in development education has been proven while for actions outside of the formal education system, the complementarity with Member States’ efforts in development education has been clearly demonstrated in the Full Application. | 5 |
| 4.2. Is the proposal likely to have multiplier effects (including scope for replication, extension and information sharing)? | 5 |
| 4.3. Are the expected results of the proposed action sustainable?:(1) financially (how will the activities be financed after the funding ends?)(2) institutionally (will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?)(3) at policy level (where applicable) (what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)(4) environmentally (if applicable) (will the action contribute to environmental sustainability or have a negative/positive environmental impact?)" | 5 |
| **5. Budget and cost-effectiveness of the action** | **15** |
| 5.1. Are the activities appropriately reflected in the budget? | 5 |
| 5.2. Is the ratio between the estimated costs and the expected results satisfactory? | 5x2\*\* |
| **Maximum total score** | **100** |

If the total score for section 1 (financial and operational capacity) is less than 12 points, 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.

If the lead applicant applies without co-applicants or affiliated entities the score for point 3.4 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

Note that (members of) the evaluation committee or internal assessors evaluating the full applications may re-evaluate the scores given for the relevance at concept note stage and transferred to the full application.

After the evaluation, applications will be 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.

**STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)**

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority (see section 2.4). It will only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

* The declaration by the lead applicant (section 5 of Annex A.2) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence 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 and the affiliated entity(ies) 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.

* 1. 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. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)[[31]](#footnote-32):

Supporting documents must be provided through PADOR (see section 2.2)

The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity[[32]](#footnote-33). Where the Contracting Authority has recognised the lead applicant’s, or the co-applicant(s)’s, or their affiliated entity(ies)’s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, 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), unless a change in legal status has occurred in the meantime[[33]](#footnote-34). This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.

An external audit report produced by an approved auditor, certifying the lead applicant's accounts for the last financial year available where the total amount of the requested EU contribution exceeds EUR 750 000 (EUR 100 000 for an operating grant). The external audit report is not required from (if any) the co-applicant(s) or affiliated entity(ies).

This obligation does not apply to public bodies and 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 Practical Guide.

This obligation does not apply to primary, secondary or tertiary education establishements.

Legal entity sheet (see Annex D of 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 justifying documents requested there. 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 occurred in the meantime.

1. A financial identification form of the lead applicant (not from co-applicant(s), nor from affiliated entity(ies)) conforming to the model attached at Annex E of 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 the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

The requested supporting documents (uploaded in PADOR or sent together with the PADOR offline form) must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility must be attached 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 applicants' and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into one of the language(s) of the call for proposals .

Applicants have to take into consideration the time necessary to obtain official documents from national competent authorities and to translate such documents in the authorised languages while registering their data in PADOR.

If the abovementioned 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.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

* 1. Notification of the Contracting Authority’s decision
     1. Content of the decision

The lead applicants will be informed in writing of the Contracting Authority’s decision concerning their application and, if rejected, the reasons for the negative decision. This letter will be sent by e-mail and will appear online automatically in the PROSPECT profile of the user who submitted the application. Lead applicants who, in exceptional cases (see section 2.2), had to submit their application by post or hand-delivery, will be informed by email or by post if they did not provide any e-mail address. Therefore, please check regularly your PROSPECT profile, taking into account the indicative timetable below.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further section 2.4.15 of the Practical Guide.

Applicants who were unsuccessful at the **Opening and Administrative Check** stages of the procedure wishing to obtain further information should send their request by letter, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission

Directorate-General for International Cooperation and Development — EuropeAid

Unit DEVCO B6 – Finance, Contracts, Audit – Human Development and Migration

Attn. Head of Unit

Office: L-41 03/110

B-1049 Brussels, Belgium

Applicants who were unsuccessful at the **Technical evaluation** stages of the procedure or at the Eligibility check stage wishing to obtain further information should send their request, by letter indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission

Directorate-General for International Cooperation and Development— EuropeAid

Unit DEVCO B1 –Civil Society, Local Authorities–Human Development and Migration

Attn. Head of Unit

Office: L-41 03/080

B-1049 Brussels, Belgium

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting, if any** (local time) | 12 July 2018 | 12:30-14:30 |
| **2. Deadline for requesting any clarifications from the Contracting Authority** | 4 September 2018 | 16:00 |
| **3. Last date on which clarifications are issued by the Contracting Authority** | 14 September 2018 | - |
| **4. Deadline for submission of concept notes** | 25 September 2018 | 16:00 |
| **5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)** | November 2018 | - |
| **6. Invitations to submit full applications** | November 2018 | - |
| **7. Deadline for submission of full applications** | January 2019 | - |
| **8. Information to lead applicants on the evaluation of the full applications (Step 2)[[34]](#footnote-35)** | End of April 2019 | - |
| **9. Notification of award (after the eligibility check) (Step 3)** | April/May 2019 | - |
| **10. Contract signature[[35]](#footnote-36)** | April/May 2019 | - |

**All dates and times are expressed in Brussels time**, where it is not specified otherwise.

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 EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

* 1. 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 of these guidelines). By signing the application form (Annex A of 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 PA Grant Agreement based on the PAGoDA 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 PA Grant Agreement.

Implementation contracts

Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

* 1. Early detection and exclusion system (edes)

The applicants and, if they are legal entities, the persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in section 2.3.3.1 or 2.3.3.2 of the Practical Guide their personal details (name, given name (if natural person), address, legal form and name and given name of the persons with powers of representation, decision-making or control (if legal person)) may be registered in the EDES. For further information see section 2.3.3 and 2.3.4 of the Practical Guide.

1. LIST OF annexes

**Documents to be completed**

Annex A: Grant Application Form (Word format)

A.1. Concept Note

A.2. Full Application Form

Annex B: Budget (Excel format)

Annex C: Logical Framework (Word format)

Annex D: Legal Entity Sheet

Annex E: Financial identification form

Annex F: PADOR off Line Form ***(ONLY IF IMPOSSIBLE TO REGISTER IN PADOR)***

**DOCUMENTS FOR INFORMATION[[36]](#footnote-37)**

Annex G: Standard 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: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
* Annex VIII: model financial guarantee
* Annex IX: standard template for transfer of ownership of assets
* Annex X: Detailed information on the financial support to third parties (applicable to all lots), where financial support to third parties shall be the primary aim of the action.-
* Annex XI: Documented social media capability + documented capability to produce powerful video
* Annex XII: Documented “success stories” of two street actions
* Annex XIII: Clear, innovative and robust communication and outreach strategy

Annex H: Daily allowance rates (per diem), available at the following address:   
<http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en> (as all necessary information is available via the link the publication of the annex is optional)

Annex J: Information on the tax regime applicable to grant contracts signed under the call

Annex K: Guidelines and Checklist for assessing Budget and Simplified cost options.

Annex L : e-learning :

<https://webgate.ec.europa.eu/europeaid/prospect/external/>

Annex M : user manual for PROSPECT :

<https://webgate.ec.europa.eu/europeaid/prospect/external/>

**Useful links**

Project Cycle Management Guidelines

[https://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1\_en](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)

The implementation of grant contracts - A Users' Guide

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

Financial Toolkit

<http://ec.europa.eu/europeaid/sites/devco/files/financial-management-toolkit-for-recipients-15112010_en.pdf>

Please note: 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 always consult their individual contract documents.

\* \* \*

1. Online submission via PROSPECT is mandatory for this call for proposals (see Section 2.2.2). In PROSPECT all dates and times are expressed in Brussels time. Applicants should note that the IT support is open Monday to Friday from 08:30 to 18:30 Brussels time (except for public holidays). Applicants should take note of the weekly maintenance hours mentioned in the PROSPECT user manual. [↑](#footnote-ref-2)
2. An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html> [↑](#footnote-ref-3)
3. The External Cooperation INFOPOINT, 43 Rue de la Loi - 1040 Brussels, Belgium, <https://ec.europa.eu/europeaid/infopoint_en> [↑](#footnote-ref-4)
4. If PROSPECT is unavailable, the IT support can also be reached via email: [EuropeAid-IT-support@ec.europa.eu](mailto:EuropeAid-IT-support@ec.europa.eu) [↑](#footnote-ref-5)
5. For the purpose of this Call for Proposals, ‘civil society organisations’ are non-State, non-profit making actors operating on an independent and accountable basis which include: non governmental organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, diaspora organisations, migrants' organisations in partner countries, local traders' associations and citizens' groups, cooperatives, employers associations and trade unions (social partners), organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, environmental, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non governmental associations and independent foundations, including independent political foundations, likely to contribute to the implementation of the objectives of this Regulation. [↑](#footnote-ref-6)
6. For the purpose of this Call for Proposals, ‘local authorities’ encompass a large variety of sub-national levels and branches of government, i.e. municipalities, communities, districts, counties, provinces, regions etc. [↑](#footnote-ref-7)
7. European Consensus on Development 19 May 2017. Council Document Ref. 9459/17 [↑](#footnote-ref-8)
8. As defined by Art. 2 of the Lisbon Treaty: “The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.“ <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:12016ME/TXT&from=EN> [↑](#footnote-ref-9)
9. “street action” = action in a public place, with the purpose to mobilise citizens in the context of the objectives of the present Call for Propoals. [↑](#footnote-ref-10)
10. Lisbon Treaty: <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:12016ME/TXT&from=EN> [↑](#footnote-ref-11)
11. European Consensus on Development 19 May 2017. Council Document Ref. 9459/17 [↑](#footnote-ref-12)
12. Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, or Slovenia [↑](#footnote-ref-13)
13. Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, or Slovenia. [↑](#footnote-ref-14)
14. Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing. [↑](#footnote-ref-15)
15. 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, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded. [↑](#footnote-ref-16)
16. For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article 12.2 of the General Conditions1 to the grant agreement. [↑](#footnote-ref-17)
17. Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, or Slovenia [↑](#footnote-ref-18)
18. <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2018to2020_flows_En.pdf> [↑](#footnote-ref-19)
19. As per section 6.3.10. of the Practical Guide, the grant must not give rise to profits for neither the beneficiaries (coordinator/lead applicant and co-beneficiaries/co-applicants) nor any affiliated entity (in the context of this 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). Expected revenue of the action may be accepted as co-financing. However, action revenues in excess of the total costs will be considered as profit. As such, it will need to be deducted when calculating the final amount of the EU grant. [↑](#footnote-ref-20)
20. 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, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded. [↑](#footnote-ref-21)
21. **These third parties are neither affiliated entity(ies) nor associates nor contractors.** [↑](#footnote-ref-22)
22. Examples:- for staff costs: number of hours or days of work \* hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km \* pre-set cost of transport per km; number of days \* daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event \* pre-set total cost per participant etc. [↑](#footnote-ref-23)
23. Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to register in PADOR. In this case, the information included in PROSPECT and the grant application form is sufficient. [↑](#footnote-ref-24)
24. Which corresponds to sections 3 and 4 of the full application form – Annex A.2. [↑](#footnote-ref-25)
25. The grant application form consists of Annex A.1 – concept note and Annex A.2 – full application form. [↑](#footnote-ref-26)
26. For example: http://www.timeanddate.com/worldclock/converter.html. [↑](#footnote-ref-27)
27. The External Cooperation INFOPOINT, 43 Rue de la Loi - 1040 Brussels, Belgium, https://ec.europa.eu/europeaid/infopoint\_en [↑](#footnote-ref-28)
28. Only where some applications have been submitted offline. [↑](#footnote-ref-29)
29. Only where some applications have been submitted offline. [↑](#footnote-ref-30)
30. Note that the relevance may be re-evaluated in the cases described in sections 6.5.7 and 6.5.8. of the Practical Guide. [↑](#footnote-ref-31)
31. No supporting document will be requested for applications for a grant not exceeding EUR 60000. [↑](#footnote-ref-32)
32. Where the lead applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided. [↑](#footnote-ref-33)
33. To be inserted only where the eligibility conditions have not changed from one call for proposals to the other. [↑](#footnote-ref-34)
34. Note that according to the financial regulation, in direct management, applicants must be notified the outcome of the evaluation of their applications within 6 months following the submission deadline of the full application. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants. [↑](#footnote-ref-35)
35. Note that according to the financial regulation, in direct management the grant contract must be signed within 3 months following the notification of the award decision. This time-limit may be exceeded in exceptional cases, in particular for complex actions (including multi-beneficiary calls), large number of proposals or in case of delays attributable to the applicants [↑](#footnote-ref-36)
36. These documents should also be published by the Contracting Authority. [↑](#footnote-ref-37)