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**Contracting Authority**: European Commission

Voices of Culture

Guidelines for grant applicants

Budget line: BGUE-B2018-22.040304-C8-NEAR [[1]](#footnote-2)

Reference:  
EuropeAid/160377/DD/ACT/EG

Deadline for submission[[2]](#footnote-3) of full application:

04/09/2018 at 17:00 (Brussels date and time)

(in order to convert to local time click [here](http://www.timeanddate.com/worldclock/converter.html)[[3]](#footnote-4))

NOTICE

This is an open call for proposals, where all documents are submitted together (concept note – Annex A.1 – and full application form – Annex A.2). In the first instance, only the concept notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, 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 application.

**Online submission via PROSPECT**

**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.

**Preparation:** Information session 31 July 2018, Cairo, and user manuals.

To help applicants familiarise themselves with the system before the online submission, an information session will be organised on 31 July 2018, Cairo.

Should you be interested in this session, please send an email by 23 July 2018 to [delegation-egypt-cfp-culture@eeas.europa.eu](mailto:delegation-egypt-cfp-culture@eeas.europa.eu) , indicating: name, surname, nationality and email address of the persons who are going to participate as well as their organisation (max. two participants per organisation). No costs incurred by the applicants for attending this information session are reimbursable.

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).

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1. Voices of Culture
   1. Background

Since 2002, the Delegation of the European Union (EU) to the Arab Republic of Egypt has been strengthening the culture sector in Egypt through the funding of cultural initiatives especially promoted by Egyptian cultural operators. The interest of the European Union in strengthening its role of major sponsor in the Egyptian cultural scene has progressively increased. It has translated into a growing commitment of funding, and since 2007, cultural activities have been mainly funded within the context of the European Union Neighbourhood Policy with the South-Mediterranean Countries and its Financial Instrument, the European Neighbourhood Instrument (ENI).

The main objective of the EU-Egypt cooperation in the cultural field has been twofold: to discover and treasure the already existing century-old cultural ties between the two shores of the Mediterranean Sea, and further develop solid cultural ties between the EU and Egypt in view of supporting the emergence of local cultural industries, strengthen the role and capacities of the Egyptian cultural operators and promote access to culture among Egyptian population, especially in the rural and remote areas.

These interventions come from a strong belief that culture is a driver for sustainable development and builds on the recent policy developments of the international community and the European Union that acknowledges culture as a major sector of intervention in the international relations and as a vector for development.

In May 2007, the EU adopted its Agenda for Culture which is built on the principles of respect and promotion of cultural diversity and intercultural dialogue, culture as a catalyst for creativity, and culture as a key component in international relations and development cooperation. In 18 March 2007, the 2005 UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions, to which both the European Union and Egypt are parties, entered into force reinforcing the international governance of the cultural sector and calling for the integration of culture in the policies on sustainable development and development cooperation.

In 2010, UN encouraged international actors to use culture in order to reach the Millennium Development Goals. Culture should become the vector that generates new streams of creativity and play an important role in the local sustainable development as an integration force, an element of human development and a shaper of public spaces and perceptions. In this sense, Culture may be considered as an additional pillar of sustainable development alongside the traditional social, economic and environmental pillars.

Since 2016, culture has been put high on the agenda of European Foreign policy, as proved by the Joint Communication to the European Parliament and the Council "Towards an EU strategy for international cultural relations", by the HRVP Mogherini (2016); the New European Agenda for Culture (Commission 2018); 2018 European Year of Cultural Heritage.

The EU Delegation to Egypt is not sparing efforts in undertaking initiatives in view of:

* Unlocking the potential of culture and creativity for sustainable social and economic development. Culture is a source of inclusive growth and job creation. The EU's strategic view in the cultural sector envisages investing in creative productions by supporting local cultural operators and key stakeholders. The support will target cultural organisations that are able to carry out small-budget-projects within their communities, and the few big cultural operators that can revamp the debate about culture and contribute to the policy dialogue the EU is promoting in the sector.
* Promoting peace and dialogue through intercultural and interreligious dialogue in the framework of cultural projects carried out within communities with the help of local authorities and non-state actors.
  1. Objectives of the programme and priority issues

The **global objective** of this call for proposals is: Unlocking the potential of culture and creativity and provide a framework for discussions among stakeholders and the European Union with regard to cultural needs in Egypt

The **specific objective(s)** of this call for proposals are:

1. Foster accessible and inclusive culture; intangible Cultural Heritage; Cultural and creative sectors: creative economy and innovation; and promotion of cultural diversity;
2. Support to culture, creativity and economic development by reinforcing the existing cultural private sector and cultural industries in a way that ensures and sustains cultural diversity (providing cultural content);
3. Access to Culture: cultural actions that contribute to equal participation in cultural production and distribution of cultural services; access to culture in public spaces, informal areas and locations that are culturally deprived;
4. Provide support to small-medium-sized cultural operators that may play a key role in their communities in promoting cultural creativity and diversity while promoting debates on cultural needs within communities;
5. Raise awareness of our common history and values, and to reinforce a sense of belonging in a common European-Egyptian cultural space;
6. Use culture in shared public spaces to promote intercultural dialogue and bring communities together;
7. Create high quality cultural and artistic productions, and elaborate and find the best forms of cultural activities to promote dialogue within multicultural and multi-religious communities eg. theatre, dance, music, poetry, visual art, intangible heritage, film, literature, and any other artistic language and genres;
8. Promote the role of shared public spaces that are being or might be used , even beyond “cultural” spaces like museums, libraries, theatres, heritage sites What are their particular advantages / disadvantages;
9. Strengthen the advocacy capacity of the cultural sector in policy debates on culture at a European level, while encouraging it to work in a more collaborative way Attain sustainability by focussing management on a participatory approach by ensuring public participation in the rehabilitation process of cultural tourism sites or monuments of strategic interest. Increase local communities 'endearment to their heritage in order to set up a more sustainable management of the cultural resources;
10. Support Cultural Diversity and Intercultural Dialogue actions aiming at enhancing and preserving the cultural diversity of Egypt, access to cultural productions coming from other countries, the circulation of professionals and cultural productions within the region / Egypt; the organisation of activities seeking a contact with the Other and promoting dialogue with other cultures; encouraging the production and the access to independent cultural productions.
    1. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is EUR 110.000,00. The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

* minimum amount: EUR 15.000,00
* maximum amount: EUR 30.000,00

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

* Minimum percentage: 30% of the total eligible costs of the action.
* Maximum percentage: 90 % of the total eligible costs of the action (see also section 2.1.5).

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[[5]](#footnote-6).

The grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the lead applicant must justify full financing in Annex A.2., section 2.1. The validity of the justification provided will be examined during the evaluation procedure. The absence of any justification may lead to the rejection of the application.

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>) [[6]](#footnote-7).

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors:

* The lead **applicant**, i.e. the entity submitting the concept note and the full 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 the "*applicants***") (2.1.1),
* and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s). (2.1.2);

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) In order to be eligible for a grant, the lead applicant must:

* be a legal person **and,**
* be a specific type of organisation such as: non-governmental organisation, public sector operator, non-state actor, local authority, international (inter-governmental) organisation as defined by Article 43 of the Rules of application of the EU Financial Regulation[[7]](#footnote-8), or an economic operator working in fields such as culture, cultural heritage, research and development applied to the promotion of cultural activities, development of services, environment, social and economic integration, and tourism. In addition, the following are however also eligible: private sector organisations; financial and private investment organisations, foundations or Funds.
* be effectively established in an eligible country as defined for the European Neighbourhood Instrument : the Member States of the European Union, the partner countries benefitting from the European Neighbourhood Instrument (Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority of the West Bank and Gaza Strip, Syria, Tunisia, Ukraine), the contracting parties to the Agreement on the European Economic Area (Iceland, Lichtenstein, Norway), the Developing countries and territories, as included in the list of ODA recipients published by the OECD-DAC, which are not members of the G-20 group, the overseas countries and territories covered by Council Decision 2001/822/EC, or in the former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia and Herzegovina, Montenegro or Serbia, including Kosovo. This obligation does not apply to international organizations.

**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'.

* be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

Other eligible criteria as appropriate:

* Either the lead applicant or one of the co-applicants is registered under Egyptian law or bilateral agreements between the organisation and the Government of Egypt.
* Entities without legal personality cannot apply as lead applicant.

(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 may act individually or with co-applicant(s).

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 coordinate the design and implementation of the action.

**Co-applicant(s)**

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 satisfy the eligibility criteria as applicable to the lead applicant.

In addition to the categories referred to in section 2.1.1, the following are however also eligible: consortia formed by entities fulfilling the eligibility requirements and entities with no legal personality.

In the case of consortia they could comprise elements of one or more of the following:

* Cultural Institutions such as cultural institutes of the EU Member States;
* Academic or Research Institutions;
* Financial and Private Investment Organisations, Foundations or Funds;
* Entities with no legal personality.

Co-applicants must sign the mandate in Annex A.2., section 4.

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

* + 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 same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Annex A.2., section 5.

* + 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 4 — ‘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.

* + 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 2 months nor exceed 15 months.

Sectors or themes

The actions will focus on any creation and promotion of cultural and artistic initiatives capable of fostering accessible and inclusive culture; intangible Cultural Heritage; Cultural and creative sectors: creative economy and innovation; and promotion of cultural diversity. Therefore the actions should facilitate access to culture in public spaces, informal areas and locations that are culturally deprived.

The projects will be able to stimulate the interest in cultural creativity while promoting debates on cultural needs within communities. It is expected that the proposed actions will also raise awareness of our common history and values, and to reinforce a sense of belonging in a common European-Egyptian cultural space. Creation of high quality cultural and artistic productions, and elaborate and find the best forms of cultural activities to promote dialogue and bring people together through eg. theatre, dance, music, poetry, visual art, intangible heritage, film, literature, and any other artistic language and genres.

Location

Actions must take place Egypt*.*

Types of action

Types of action which may be financed under this call:

* Artistic creations and initiatives;
* Cultural productions of any type;
* Initiatives that can show the importance of the involvement of local communities in setting up a cultural agenda in public spaces;
* Proposals going beyond the mere artistic production but also promoting public debates on community-based cultural needs;
* Initiatives demonstrating how culture and intangible cultural heritage can be a powerful engine for regeneration, sustainable development and economic growth in both urban and rural areas..

The sectoral focus of these initiatives should be on the culture-led economic and entrepreneurial initiatives which may include manufacturing/handicraft, and national and international tourism generation.

The following types of action are ineligible:

* actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
* actions concerned only or mainly with individual scholarships for studies or training courses;

Types of activity

Types of activity which may be financed under this call are:

Any high quality cultural and artistic productions in any of the following expressions: theatre, dance, music, poetry, visual art, intangible heritage, film, literature, and any other artistic language and genres (the list is not exhaustive);

Sustainable valorisation, rehabilitation of alternative public spaces that may encourage community-based cultural productions;

Setting up of "Cultural Industries" based on artistic productions touching at intangible cultural heritage modern and artistic cultural productions;

Promotion of public debates on cultural needs, and access to culture through workshops, seminaries, or artistic performances;

Any artistic production promoting cultural diversity and inclusiveness.

Financial support to third parties[[8]](#footnote-9)

Applicants may propose financial support to third parties.

Applicants may propose financial support to third parties in order to help achieving the objectives of the action.

The maximum amount of financial support per third party is EUR 5.000,00. .

Under this call, financial support to third parties may not be the main purpose of the action.

In compliance with the present guidelines and notably of any conditions or restrictions in this section, the lead applicant should define mandatorily in section Annex A.2, section 2.1.1:

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.

Financing to third parties under this call for proposals will be open to Civil Society organisations operation within the same scope of the proposed action, and to cultural operators (private entities included) as well as to individual artists or cultural operators on individual basis.

The types of activities eligible for financial support will be restricted to initiatives associated with achieving the specific results and the global objectives of the call for proposal.

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-eu-external-actions_en>).

Number of applications and grants per applicants / affiliated entities

The lead applicant may not submit more than 1application under this call for proposals.

The lead applicant may not be awarded more than 1 grant under this call for proposals.

The lead applicant may not be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may not submit more than 1 application under this call for proposals.

A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.

A co-applicant/affiliated entity may not be the lead applicant or an affiliated entity in another application at the same time.

* + 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[[9]](#footnote-10)
* 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).

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).

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by the Contracting Authority or any external body authorised by the Contracting Authority.

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

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of 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.

The Contracting Authority may accept co-financing in kind, if considered necessary or appropriate. In such cases, the value of such contributions must not exceed:

1. either the costs actually borne and duly supported by accounting documents;
2. or the costs generally accepted on the concerned market of reference.

Contributions involving real estate must be excluded from the calculation of the amount of co-financing. In kind contributions must comply with national tax and social security rules.

If co-financing in kind is proposed, it must be included in Annex B (Worksheet 3) to the guidelines for applicants on the expected sources of funding for the action. The same amount must be indicated in the budget (worksheet 1).

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;
* currency exchange losses;
* credit to third parties;
* salary costs of the personnel of national administrations.
  1. How to apply and the procedures to follow

To apply for this call for proposals, 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**[[10]](#footnote-11)for all lead applicants, co-applicant(s) and affiliated entitiy(ies).

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>.

1. Provide information about the action in the documents listed under section 2.2.2. Online submission via **PROSPECT is obligatory** for this call.

**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 for the organisation to register online in PADOR for technical reasons, applicants and/or affiliated entity(ies) must complete the ‘PADOR off-line form[[11]](#footnote-12) attached to these guidelines. This form must be sent **together with the application**, by the submission deadline (see section 2.2.2.).

Before starting using PADOR and PROSPECT, please read the user guides available on the website. All technical questions related to 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. Application forms

Applications must be submitted in accordance with the instructions on the grant application form[[12]](#footnote-13) annexed to these guidelines (Annexes A.1 and A.2). Applicants must apply in English.

Any error or major discrepancy related to the concept note or any major inconsistency in the application form (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 the information provided is not sufficient to conduct an objective assessment.

* + 1. Where and how to send applications

**Online submission:**

Applications **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 the application online, the lead applicant will receive an automatic confirmation of receipt in its PROSPECT profile.

If it is impossible for the organisation to submit its application online via PROSPECT for technical reasons, the applicant must send its application in a sealed envelope (Annex A.1: concept note and Annex A.2.: full application form), budget and logical framework. In particular, the lead applicant must send, in a sealed envelope as described below the following items:

a. One original signed copy of the complete application form (Annex A.1: concept note and Annex A.2: full application form), the budget and logical framework. The declaration by the lead applicant (Annex A.2., section 8 of the full form) must be stapled separately and enclosed in the envelope

b. Three additional copies in A4 size, each bound.

c. An electronic version (CD-ROM USB support) of the items under point (a). The electronic file must contain exactly the same application as the paper version enclosed.

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’ and its Arabic equivalent.

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.

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

Delegation of the European Union to Egypt

Attn: Contracts, Finance and Audit Section

Nile City Towers, North Tower, 2005C Corniche El Nil,   
10th floor, Ramlet Boulaq,   
Cairo, Egypt

Address for hand delivery or by private courier service

Delegation of the European Union to Egypt

Attn: Contracts, Finance and Audit Section

Nile City Towers, North Tower, 2005C Corniche El Nil,   
10th floor, Ramlet Boulaq,   
Cairo, Egypt

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 (Annexes A.1 and A.2, Instructions).**

* + 1. Deadline for submission of applications

The deadline for the submission of applications is 04/09/2018 at 17:00 (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**](http://www.timeanddate.com/worldclock/converter.html)**)[[13]](#footnote-14). Lead applicants are strongly advised not to wait until the last day to submit their 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 aforementioned 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 17:00 hours local time[[14]](#footnote-15) 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 application sent in due time but received after the effective date of approval of the proposal evaluation (see indicative calendar under section 2.5.2).

* + 1. Further information about applications

An information session on this call for proposals will be held on 31 July 2018, at 10:00 hours. in the premises of the EU Delegation to the Arab Republic of Egypt.

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

E-mail address: [**delegation-egypt-cfp-culture@eeas.europa.eu**](mailto:delegation-egypt-cfp-culture@eeas.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), 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> . 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 those languages 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[[15]](#footnote-16) 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 also includes 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** |
| 1.1. How relevant is the proposal to the objectives and priorities of the Call for Proposals?\* | 5x2\*\* |
| 1.2. How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?\* | 5x2\*\* |
| 1.3. 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 |
| 1.4. 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 |
| **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** |

\* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in section 1.2 (objectives of the programme) of these guidelines.

\*\*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 300% of the available budget for this call for proposals is reached.

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 2.2.2), had to submit their application by post or hand-delivery will receive the letter by e-mail or by post, if no e-mail address was provided.

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

**STEP 2: EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

* If the full application form satisfies all the criteria specified in the checklist in Annex A.2. 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[[16]](#footnote-17)**

|  |  |
| --- | --- |
| **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)? | 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)? | 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 initiatives 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? | 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? | 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 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? | 10 |
| **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.

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 (Annex A.2, section 5) 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)[[17]](#footnote-18):

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(s) and (if any) of each affiliated entity(ies)[[18]](#footnote-19). 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[[19]](#footnote-20). 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.

If eligible and depending on the authorising officer’s risk assessment: This obligation does not apply to secondary and higher education establishments.

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(s), 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.

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.

Where entities without legal personality are eligible as per section 2.1.1:

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 orin the language of the country where the action is implemented, 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 English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English..

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 e-mail 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.

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting (if any)** | 31 July 2018 | 10h00 Local Time |
| **2. Deadline for requesting any clarifications from the Contracting Authority** | 13 August 2018 | 16h00 Local Time > |
| **3. Last date on which clarifications are issued by the Contracting Authority** | 23 August 2018 | 16h00 Local Time |
| **4. Deadline for submission of applications** | 04 September 2018 | 17:00 Brussels Time |
| **5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)** | 20 September 2018 | - |
| **6. Information to lead applicants on the evaluation of the full application form (Step 2)[[20]](#footnote-21)** | 18 October 2018 | - |
| **7. Notification of award (after the eligibility check) (Step 3)** | 25 October 2018 | - |
| **8. Contract signature[[21]](#footnote-22)** | 15 November 2018 | - |

\***Provisional date.** All times are in local time.

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 (Annexes A.1 and A.2 of these guidelines), the lead applicant agrees, 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 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[[22]](#footnote-23)

Annex E: Financial identification form

Annex F: PADOR offline Form[[23]](#footnote-24) ***(ONLY IF IMPOSSIBLE TO REGISTER IN PADOR)***

**DOCUMENTS FOR INFORMATION**

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 H: Daily allowance rates (per diem), available at the following address: <http://ec.europa.eu/europeaid/applicable-rates-diems-framework-ec-funded-external-aid-contracts-05072013_en>

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. Any reference to European Union financing also refers to European Development Fund grants where applicable. [↑](#footnote-ref-2)
2. 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-3)
3. An example of a time converter tool available: <http://www.timeanddate.com/worldclock/converter.html> [↑](#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. 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-6)
6. Note that a lead applicant (i.e. a Coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a PA Grant Agreement based on the PAGoDA template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the PAGoDA template. [↑](#footnote-ref-7)
7. International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations. [↑](#footnote-ref-8)
8. These third parties are neither affiliated entity(ies) nor associates nor contractors. [↑](#footnote-ref-9)
9. 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-10)
10. Natural persons who apply for a grant (if so allowed in the guidelines) do not have to register in PADOR. In this case, the information included in PROSPECT and in the concept note is sufficient. [↑](#footnote-ref-11)
11. Which corresponds to sections 3 and 4 of Annex A.2. [↑](#footnote-ref-12)
12. The grant application form consists of Annex A.1 – concept note – and Annex A.2 – full application form. [↑](#footnote-ref-13)
13. For example: http://www.timeanddate.com/worldclock/converter.html. [↑](#footnote-ref-14)
14. Please use an online time converter tool, such as the one presented in the footnote above. [↑](#footnote-ref-15)
15. Only where some applications have been submitted offline. [↑](#footnote-ref-16)
16. 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-17)
17. No supporting document will be requested for applications for a grant not exceeding EUR 60000. [↑](#footnote-ref-18)
18. 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-19)
19. To be inserted only where the eligibility conditions have not changed from one call for proposals to the other. [↑](#footnote-ref-20)
20. Note that according to the financial regulation, in direct management, lead 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-21)
21. 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-22)
22. Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed. [↑](#footnote-ref-23)
23. <https://ec.europa.eu/europeaid/search/site/pador_en> - only applicable in calls under direct management where PADOR is used. [↑](#footnote-ref-24)