



Contracting authority: European Commission

Aid Programme for the Turkish Cypriot community

Cypriot civil society in action VII

Guidelines for grant applicants

Budget line: SCR.DEC.042349.01.2.B2019

Reference: EuropeAid/169185/DH/ACT/CY

Deadline for submission¹ of concept note:

16/10/2020 at 15:00 (Brussels date and time)

(in order to convert to local time click [here](#)²)

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.

² An example of a time converter tool available online: <http://www.timeanddate.com/worldclock/converter.html>

NOTICE

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.

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 sessions and user manuals

To help applicants familiarise themselves with the system before the online submission, **information sessions will be organised from July to September 2020** at a venue to be determined and/or remotely online. These dates are subject to change and any changes will be communicated to potential applicants accordingly.

Should you be interested in these sessions, please send an email by **24 July 2020** to **REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@ec.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 these information sessions are reimbursable.

All organisations may find more information regarding PROSPECT in the user's manual and the e-learning videos. You may also contact our technical support team via the online support form in PROSPECT³.

³ If PROSPECT is unavailable, the IT support can also be reached via email: EuropeAid-IT-support@ec.europa.eu

Table of contents

1. CYPRIOT CIVIL SOCIETY IN ACTION VII	4
1.1. Background.....	4
1.2. Objectives of the programme and priority issues	5
1.3. Financial allocation provided by the contracting authority	6
2. RULES FOR THIS CALL FOR PROPOSALS	9
2.1. Eligibility criteria.....	9
2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)).....	9
2.1.2. Affiliated entities.....	11
2.1.3. Associates and contractors	12
2.1.4. Eligible actions: actions for which an application may be made.....	13
2.1.5. Eligibility of costs: costs that can be included	17
2.2. How to apply and the procedures to follow	22
2.2.1. Concept note content	22
2.2.2. Where and how to send concept notes	23
2.2.3. Deadline for submission of concept notes.....	24
2.2.4. Further information about concept notes.....	24
2.2.5. Full applications	25
2.2.6. Where and how to send full applications	26
2.2.7. Deadline for submission of full applications.....	26
2.2.8. Further information about full applications.....	27
2.3. Evaluation and selection of applications	27
2.4. Submission of supporting documents for provisionally selected applications	34
2.5. Notification of the Contracting Authority’s decision	35
2.5.1. Content of the decision.....	35
2.5.2. Indicative timetable	36
2.6. Conditions for implementation after the contracting authority’s decision to award a grant.....	37
3. LIST OF ANNEXES	38

1. CYPRIOT CIVIL SOCIETY IN ACTION VII

1.1. BACKGROUND

1.1.1 The EU Aid Programme for the Turkish Cypriot community

Since 2006, the European Commission is financing the Aid Programme to encourage the economic development of the Turkish Cypriot community (Regulation (EC) 389/2006)⁴. Objective 3 of the Aid Programme aims at promoting “reconciliation, confidence building measures and support to civil society”. To that end, the European Union (EU) provides financial assistance to strengthen the role of civil society in the Turkish Cypriot community (TCc), to promote EU values and assists in the development of a fairer society based on respect for human dignity and human rights, freedom, democracy, equality and the rule of law.

Since 2007, the European Commission has launched seven calls for proposals for Civil Society in the northern part of Cyprus, for a total amount of EUR 13 million. The grants awarded supported projects in a variety of fields. The main aims of these calls were:

- ✓ To strengthen civil society as a key actor in the development of a culture of dialogue, participation in the community life and the promotion of values of tolerance, peace and active citizenship.
- ✓ To promote reconciliation, dialogue, closer relationship and trust between the Turkish Cypriot (TC) and the Greek Cypriot communities through confidence building measures and joint-actions.
- ✓ To support CSOs’ capacity building and advocacy projects to reinforce sector-based networking and coordination and citizens' involvement in policy design and monitoring.
- ✓ To raise awareness on, encourage coordination and develop the legal framework of the fight against trafficking in human beings and protect victims.

In parallel to these grant schemes, the Aid Programme funded technical assistances (TAs) for Turkish Cypriot CSOs: the civil society support team from 2008 until 2011 and Civic Space⁵ from 2015 until present. Both TAs aimed at increasing CSOs capacities and strengthening their role and democratic engagement in the Turkish Cypriot community and within the EU.

1.1.2. EU recognition of the role of Civil Society in participatory democracy

The Treaty on the European Union (Article 2) states that "*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.*"

An empowered civil society can play an important role in ensuring that these principles are upheld in practice. It is also in itself a crucial component of any democracy. By articulating citizens' concerns, CSOs⁶ are active in the public arena and engage in initiatives, which foster pluralism and further participatory democracy.

The EU Member States face a range of challenges, especially in fields such as environment and climate change, minority's and human rights, organised crime or economic and social cohesion. Civil society actors

⁴ You can find more information on the Aid Programme on https://ec.europa.eu/info/funding-tenders/funding-opportunities/funding-programmes/overview-funding-programmes/aid-programme-turkish-cypriot-community_en.

⁵ More details on <https://www.civicspace.eu/>

⁶ CSOs are understood as all non-state, not-for-profit structures in which people organise to pursue shared objectives and ideals.

and organisations can fully contribute to address these challenges through their lobbying, advocacy and oversight activities at national, regional and local level. When it comes to democratic governance and fundamental rights, including freedom of expression and association and minority rights, civil society can create demand for enhanced transparency, accountability and effectiveness from public institutions and can facilitate a greater focus on the needs of citizens in policy-making. CSOs and active citizens have also demonstrated their ability to promote environmentally sustainable policies and practices and to encourage social inclusion and to campaign for gender equality and the fight against discrimination.

The EU and its Member States value the participation of civil society organisations (CSOs) in development and encourage all parts of society to actively engage. They recognise the multiple roles that CSOs play as promoters of democracy and defenders of rights holders and of the rule of law, social justice and human rights. The EU and its Member States will promote civil society space and enhance their support for building the capacity of CSOs, so as to strengthen their voice in the development process and to advance political, social and economic dialogue⁷.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to support democratic governance in the TCc by reinforcing relevance, effectiveness and impact of the independent, accountable and transparent CSOs that are committed to social progress and to the fundamental values of peace, freedom, equal rights and human dignity and that work for the benefit of the public.

The **specific objectives** of this call for proposals are to encourage civil society in the TCc to pursue meaningful socio-economic change, by participating in policy and decision making and implementation, by influencing change at local and also EU level and by fostering collaboration and partnership, including in the dialogue between the Cypriot communities and in sectoral cooperation.

Priorities

The **Priorities** of this call for proposals are (see Chapter 2.3, step 1, evaluation grid to reflect the importance of this section):

Mandatory for all actions:

- 1) Civil society capacity building**

Optional for all actions:

- 2) Environment and climate change⁸**
- 3) Human rights** (including gender equality and anti-discrimination)⁹
- 4) Good governance** (e.g. public transparency and accountability, strengthening CSOs' watchdog roles)
- 5) Social Inclusion and youth participation**
- 6) Media literacy and promotion of ethical journalism**

⁷ Quote from *The new European consensus on development: 'Our World, our dignity, our future'*, June 2017, https://ec.europa.eu/international-partnerships/system/files/european-consensus-on-development-final-20170626_en.pdf

⁸ For more information on the European Union's approach to environment and climate change issues, please refer to: <https://ec.europa.eu/clima/> and https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal_en

⁹ For more information on the European Union's approach to human rights, please refer to: https://ec.europa.eu/info/aid-development-cooperation-fundamental-rights_en

The **minimum number of priorities** to be addressed is **2**, including priority 1 (mandatory) plus minimum one from the list of five optional priorities.

Important note for all actions:

Any action (and in particular those targeting environment and climate change) should be complementary to or supporting the other actions currently implemented with EU funding in the TCc in the respective sector and be in line with the strategy currently implemented by the EU in this sector. The applicant is encouraged to consult the annual reports on the implementation of the Aid Regulation for the Turkish Cypriot community for more information¹⁰. This requirement will be verified during the concept note evaluation. If it is not fulfilled, the action will not be considered for financing (please also refer to the list of ineligible actions mentioned under chapter 2.1.4).

Added value elements:

The following elements will be considered as **added value** (see Chapter 2.3, step 1, evaluation grid, point 1.4 to reflect the importance of this section).

- Actions reaching out to remote areas and/or marginalized communities.
- Actions promoting synergy in development, i.e. implemented in cooperation with other EU funded projects or other initiatives.
- Actions promoting networks or platforms with other CSOs (including with Greek Cypriot and/or international CSOs) to share best practices and strengthen common approaches and agendas.
- Actions fostering collaboration and dialogue between the Cypriot communities.
- Actions, which incorporate rights-based approach, gender perspectives, and sustainable development goals.
- Actions that promote inclusion of people with disabilities and minority groups.
- For lot 2 only: Actions that propose financing to third parties as described under 2.1.4 or actions in which the lead applicant is acting with a co-applicant that has not benefited from Cypriot civil society in action IV, V and VI grant schemes.

The **target groups** of this Call are all non-State, not-for-profit structures, non-partisan civil society groups through which people in the TCc organise to pursue shared objectives and ideals, whether political, cultural, social or economic; operating from the local to regional and international levels, urban and rural, formal and informal organisations. They include membership-based, cause-based and service-oriented CSOs, community-based organisations, non-governmental organisations, faith-based organisations, foundations, research institutions, gender and LGBT organisations, cooperatives, professional and business associations, not-for-profit media, trade unions and employers' organisations.

The **final beneficiaries** of this Call are all social groups and communities for the interest of whom the CSOs advocate for in the TCc and all active citizens taking part in civil society initiatives and actions.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 2,000,000**. The contracting authority reserves the right not to award all available funds.

Indicative allocation per lot

¹⁰ https://ec.europa.eu/info/publications/annual-reports-implementation-aid-regulation-turkish-cypriot-community_en

Lot	Allocation (EUR)
Lot 1	400,000
Lot 2	1,600,000

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to (an)other lot(s).

The thematic focus of both lots is the same.

The differences between both lots are summarised in the table below and further detailed in the rest of the present guidelines.

	Lot 1	Lot 2
Size of grants (min – max)	EUR 30,000-EUR 60,000	EUR 75,000-EUR 320,000
Eligibility	Entities without legal personality can apply.	Entities without legal personality cannot apply.
Declaration of honour (annex A14)	Not necessary	Necessary
Duration (min-max)	6-36 months	24-36 months
Financial support to third parties	Not possible	Possible

Size of grants

Any grant requested **under lot 1** of this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 30,000
- maximum amount: EUR 60,000

Any grant requested **under lot 2** of this call for proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 75,000
- maximum amount: EUR 320,000

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: **60 %** of the total eligible costs of the action.
- Maximum percentage: **95 %** of the total eligible costs of the action (see also Section 2.1.5).

Any grant requested under this call for proposals, which includes in the proposed budget in-kind contributions and/or non-eligible taxes must further be limited to 10 % of the estimated total accepted costs¹¹. In case during the implementation of the action progress and final reports show that the total accepted costs are equal to the total eligible costs, the percentage applicable to the total accepted costs applies to the total eligible costs to ensure the required co-financing.

Wherever in the call for proposals a reference to the percentage of eligible costs is made, the further limitation to the percentage applicable to the total accepted costs will apply. As a reminder, before sending your application please check that the requested contribution is equal to or less than the maximum percentage of the estimated total accepted costs allowed.

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 general budget of the Union or the European Development Fund¹².

¹¹ Estimated total accepted costs = estimated total eligible costs + in kind contributions (including volunteers 'work), non-eligible taxes, etc.

¹² 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.

2. 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 on the internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).¹³

2.1. 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);

(2) the actions:

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

(3) the costs:

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

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

Lead applicant

For lot1: (1) In order to be eligible for a grant, the lead applicant must:

- be a legal person **or** an entity without legal personality¹⁴ **or** a natural person **and**
- be non-profit-making **and**
- be a civil society organisation¹⁵ **and**
- be established in the northern part of Cyprus **and**

¹³ 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 contribution agreement based on the contribution agreement 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 contribution agreement template.

¹⁴ Grant applications may be eligible if submitted by entities which do not have legal personality under the applicable local legal text, on the condition that the representatives of that applicant can prove that they have the capacity to undertake legal obligations on behalf of the applicant, and that they offer financial and operational guarantees equivalent to those provided by legal persons.

¹⁵ The broadest possible understanding of the term "civil society organisation" is applied under this call for proposals, as defined in 1999 by the European Economic and Social Committee (CES/1999/851) and further detailed by both the EESC (CES/1999/851, CES/2000/81) and the EC (COM/2002/0704 final). See page 6 of <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2002:0704:FIN:en:PDF> and section 1.2 of the present call for proposals.

- be directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**
- not have been awarded a grant under the Cypriot Civil Society in Action VI grant scheme either as the lead applicant or as a co-applicant, **and**
- not have been awarded a grant under the Cypriot Civil Society in Action V grant scheme as the lead applicant.

For lot 2: (1) 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 organisation¹⁶ **and**
- be legally established in the northern part of Cyprus **and**
- be directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14).

In Annex A.1 Section 2 and Annex A.2 Section 5 ('declaration(s) 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.

For grants of **EUR 60 000 or less, no declaration on honour** is required.

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 G (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)

For lot 1 and lot 2:

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.

¹⁶ As defined above in footnote 15.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself, except the one related to the need to be established in the northern part of Cyprus.

In addition to the categories referred to in Section 2.1.1, the following are also eligible:

- be legally established in a Member State of the European Union **or** on the territory of a Member State of the European Economic Area **or** on the territory of Candidate Countries for Accession to the European Union.

Co-applicants must sign the mandate in Annex A.2 Section 5.

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

- (3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract¹⁷.

2.1.2. *Affiliated entities*

Affiliated entity(ies)

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 an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the 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.

¹⁷ The updated lists of sanctions are available at www.sanctionsmap.eu.

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

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 delegates for public services for an applicant,
- Entities that receive financial support from the 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.

2.1.3. 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’ — of the grant application form.

- 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.

In case the applicant hires a consultant or a company for writing its proposal(s), the consultant or the company should sign a declaration of objectivity and confidentiality and cannot be paid for his tasks *a posteriori* by the budget of the action. Any contract with the consultant or company who helped prepare the proposal, which is signed during the course of the action should be awarded following the principles stated in Annex IV, with particular attention paid to respecting the rules related to conflict of interest.

2.1.4. Eligible actions: actions for which an application may be made

Definition

An action is composed of a set of activities.

Duration

Lot 1:

The initial planned duration of an action may not be lower than **6 months** nor exceed **36 months**.

Lot 2:

The initial planned duration of an action may not be lower than **24 months** nor exceed **36 months**.

Sectors or themes

Specific sectors or themes to which the action must relate are those directly contributing to the achievement of the objectives and priorities, as per section 1.2 above.

Location

Actions must take place in the northern part of Cyprus.

If proven relevant by the description of the action, some of the activities may take place in a member state of the European Union, in a member state of the European economic area or in one of the candidate countries for accession to the European Union. However, such activities cannot constitute the major part of the action.

Types of action

All actions, which aim at achieving the objectives defined under section 1.2, falling within the mandatory priority areas and **at least one** of the optional priority areas could qualify for financing.

The actions listed below are by way of example only and **are not limited** to these types of actions:

- Actions concerned with improving regional partnership dialogue among civil society organisations in Cyprus and internationally and providing possibilities for further synergies and complementarities with other initiatives.
- Actions strengthening existing and creating new civil society platforms, networks and coalitions, including building of information sharing and transfer of know-how mechanisms including actions that lead to increased cooperation among CSOs in coalition building through local, national, regional and international networks, as well as with public bodies, institutions and other non-state actors: professional organisations, trade unions, private sector, etc.
- Actions developing and/or formalizing consultation mechanisms between civil society and the local bodies and establishing effective channels and/or mechanisms of cooperation with duty bearers in decision making process and service delivery to the most vulnerable groups.

- Actions concerned with developing and/or establishing structured and functional mechanisms for dialogue between different sectors and between CSOs (e.g. bodies carrying out actions in the general interest and CSOs, business sector and CSOs, academia and CSOs, media and CSOs, CSOs network or platform).
- Actions concerned with policy making and monitoring of the implementation of strategies, policies and/or legal texts at local level.
- Actions concerned with the strengthening of planning and management capacities (e.g. strategic planning, organisational analysis and scans, sustainability strategies, diversification of funding resources, fundraising strategies, human resources strategies and procedures) of civil society and/or with increasing visibility of CSOs and their contribution to public benefit to enhance outreach to a wider public and increase civic engagement; Mentoring and coaching support to grassroots CSOs or CSO networks and Enhancing capacity of CSOs' mobilisation, advocacy, project development and management.
- Actions concerned with reinforcing CSOs' rights-based approach to development and with promoting sustainable development goals in the TCc.
- **(LOT 2 only)** Actions that provide financial support to small projects/initiatives of individual CSOs for targeted actions on topics relevant under priorities of the call for proposals (e.g. freedom of expression; access to information; inter-cultural dialogue and diversity; coordination and cooperation at local, regional and European level; transparency and accountability of civil society; capacity building; corporate social responsibility; good governance; organisational skills; peace education; transparency and accountability; fight against corruption; scaling up grassroots peace building; enabling environment for civil society, etc.).

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;
- actions which duplicate other EU funded projects or programmes, or that are not complementary to/ not supporting the actions currently implemented with EU funding in the TCc in the respective sector and those not aligned with the strategy currently implemented by the EU in this sector;
- actions already financed in full by another donor;
- one-off events such as conferences, round tables, seminars and similar events. Such events may be financed if they are part of a wider action;
- projects in which infrastructure or works represent more than 10% of the budget;
- projects in which the purchase of equipment represents more than 20% of the budget.

Types of activity

The activities listed below are by way of example only and **are not limited to** these types of activities:

- Activities documenting best practices; launching and/or improving service delivery, promoting networking, joint actions and consensus building around issues of common interest on the island.
- Activities that assist civic actors and groups in gathering and disseminating evidence, organising civic actions and raising public awareness of issues on common interest on the island.

- Community based awareness campaigns; activities facilitating dialogue, consultation and discussion between different stakeholders and people on the island; organisation of conferences and public debates involving decision makers, representatives and communities on the island.
- Supporting and implementing clean-up campaigns; bio-diversity promotion actions, recycle/reuse campaigns, animal welfare promotion campaigns.
- Discrimination monitoring (gender, ethnic origin, religion or belief, disability, age, sexual orientation); establishment of dialogue with ‘political society’, advocating for rights implementation.
- Development of standards for good governance in CSOs including capacity building and improving internal democracy, transparency and accountability.
- Advocacy for the revision of existing legal texts and adoption of new legal texts in accordance with the EU standards and requirements.
- Promoting social giving and volunteerism, provision of community based social services to vulnerable groups, social inclusion monitoring and policy making, analysing (undocumented) poverty and vulnerability; addressing social inequalities, piloting of innovative services for tackling poverty and vulnerability (e.g. services for the elderly, people with disabilities, children, underprivileged etc.), promoting and raising awareness of international and European labour and social protection standards
- Developing skills and competencies of youth, activities promoting student democracy, youth empowerment and promotion, activities supporting dialogue between the youth and policy makers, workshops, conferences and capacity building events to promote youth participation, activities enabling networking with European youth organisations
- Print, radio, TV and online productions that include elements of investigative journalism; investigative journalism trainings, multimedia productions, campaigns and educations programmes supporting media literacy
- Policy research, gaps and needs analyses, opinion surveys, monitoring and watchdog activities including manuals on best practices related to the priorities of the Call.
- Capacity building activities for civil society, stakeholders and social groups and communities; relevant for the priorities of the Call, e.g.:
 - Training activities specifically aimed at increasing the capacity of civil society workers and other community actors, with a focus on community level, to act effectively (e.g. training on advocacy of fact-finding skills, public dialogue, media, public administration, fundamental rights, community-based services, youth involvement...)
 - Activities for enhanced capacity of local CSOs, grass-root and community based organisations for civic mobilisation, advocacy and dialogue with corresponding public bodies
 - Activities leading to improved cooperation with the business sector (i.e. promoting UN Guiding Principles on Human Rights and Business, corporate social responsibility etc).
- Activities concerned with the documenting, reporting on and/or providing consolidated advice on COVID-19 impacts on social protection, rights holders, human rights protection, and/or with emergency preparedness in general.
- Promoting innovative approaches in addressing relevant sector issues, e.g. following best practices of other countries.

Financial support to third parties¹⁸

Lot 1:

Applicants may **not** propose financial support to third parties.

Lot 2:

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 ≤ 10,000**. The total overall maximum amount of third-party support per project is **EUR 60,000**.

Under this call, financial support to third parties is not considered essential to achieve the objective 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 2.1.1 of Annex A.2:

- (i) the overall objectives, the specific objective(s) and the outputs¹⁹ (i.e. the results) to be achieved with the financial support
- (ii) the different types of activities eligible for financial support, on the basis of a fixed list
- (iii) the types of persons or categories of persons which may receive financial support
- (iv) the criteria for selecting these entities and giving the financial support
- (v) the criteria for determining the exact amount of financial support for each third entity, and
- (vi) the maximum amount which may be given.

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

The following specific conditions and restrictions apply for financial support to third parties under this call for proposals:

- The third parties eligible for financial support should be civil society activists, or CSOs as defined under section 1.2 above.
- The activities that can be funded via support to third parties should contribute to the present call for proposals' objectives and priorities.
- Financial support to third parties should as much as possible be channelled to CSOs acting in the interest of specific groups and/or working in distant and remote areas and/or promoting activities with multi-communal networking and/or networking with RoC based CSOs.
- Third parties cannot be asked to provide co-financing to the support they are getting: financial support to third party should cover 100% of the action proposed by the third party.

¹⁸ These third parties are neither affiliated entity(ies) nor associates nor contractors.

¹⁹ As per OECD DAC definition, the term 'results' includes: 'impact' (overall objective), 'outcome(s)' (specific objective(s) and 'output(s)'.

- Third parties cannot get financial support to pay for their co-financing obligations in another EU funded project.

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 http://ec.europa.eu/europeaid/funding/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 **1 (one)** application **per lot** under this call for proposals.

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

The lead applicant **may** be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity **may** be the co-applicant or affiliated entity in more than **1 (one)** application(s) under this call for proposals.

A co-applicant/affiliated entity **may** be awarded more than **1 (one)** grant(s) under this call for proposals.

<h3><i>2.1.5. Eligibility of costs: costs that can be included</i></h3>
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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.

Simplified costs options (SCOs) are divided in two categories:

1/ "output or result based SCOs": this category includes costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums, unit costs or flat rates shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the Beneficiary (no threshold is applicable) at proposal's stage. In case the evaluation committee and the contracting

authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

2/ "other/recurrent SCOs". This second category entails simplified cost options embedded in the cost accounting practices of the beneficiary, for which an ex-ante assessment is deemed necessary, considering the need of a consistent application of the conditions required. Examples are: an additional percentage on actual salaries to cover remuneration-related costs or the use of an allocation method to apportion costs of a project office foreseen in the Description of the Action. In order the use of systemic/recurrent SCOs, the beneficiary's cost accounting practices need to have been positively assessed by an audit firm based on standard ToRs provided by the Commission. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the previously obtained ex-ante assessment in the budget justification sheet (annex B).

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). Determining SCO is possible also through 'expert judgement' provided by internally available experts or procured in accordance with the applicable rules. Experts must be either commissioned auditors or chartered accountants, or staff of the Commission but cannot be staff of the beneficiary. 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 cost 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 the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

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', '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 for output or result based SCO.
- clearly explain the formulas for calculation of the final eligible amount for output or result based SCO²⁰
- make reference to the previously obtained ex-ante assessment for other/recurrent SCOs.

In case of output or result based SCOs the evaluation committee and the contracting authority decide 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. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options. Other/recurrent SCOs can be declared only if previously successfully ex-ante assessed.

²⁰ 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.

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**.

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) and with the provisions of article 7.1.1 of the Special conditions.

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.

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

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

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

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

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

The contracting authority may accept co-financing in kind in the form of volunteers' work, valued on the basis of unit costs, if considered necessary or appropriate. In such cases, the value of such contributions must not exceed the unit cost per volunteer per day, defined and authorised by the contracting authority for a maximum of 50% of the co-financing.

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, buildings or offices;
- currency exchange losses;
- interests owed;
- costs incurred prior to the signature of the contract;
- salary costs of the personnel of local bodies;
- rent of land, buildings and offices where property rights of natural and legal persons have not been respected (in conformity with Article 7 of the Council Regulation (EC) No 389/2006 of 27 February establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community).
- works, infrastructures and renovation/refurbishment of buildings where property rights of natural and legal persons have not been respected (in conformity with Article 7 of the Council Regulation (EC) No 389/2006 of 27 February establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community).

Ethics clauses and Code of Conduct

a) Absence of conflict of interest

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

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

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

Zero tolerance for sexual exploitation and sexual abuse:

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

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

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

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

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

e) Breach of obligations, irregularities or fraud

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

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

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

I. Provide information about the organisations involved in the action. Please note that the registration of this data in **PADOR is obligatory**²¹ for this call for proposals:

- ✓ Concept note step: Registration is obligatory for lead applicants applying for EU contributions of more than EUR 60 000.
- ✓ 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.

II. 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’²² 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 via the **online support form in PROSPECT**.

2.2.1. Concept note content

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

Applicants must apply in English.

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the 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. The EU contribution may not vary from the initial estimate by more than 20%. 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 in Section 1.3. The lead applicant may 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

²¹ 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.

²² Which corresponds to sections 3 and 4 of the full application form – Annex A.2.

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 an accompanying letter or email.

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.

Hand-written concept notes will not be accepted.

2.2.2. Where and how to send concept notes

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.

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 and attach the concept note 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:

- a. 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
- b. One additional copy in A4 size, each bound.
- c. 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.

The envelope must bear the **reference number and the title of the call for proposals**, together with the lot number, 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. Where lead applicants send several concept notes (if allowed to do so by the guidelines of the call), each one must be sent separately:

Postal address for hand delivery and private courier service

**EU Programme Support Office
63A Sehit Ecvet Yusuf avenue
Nicosia, Cyprus**

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

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).

2.2.3. Deadline for submission of concept notes

The deadline for the submission of concept notes is **16 October 2020 at 15:00 (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 time zones and winter/summer time changes (example available [here](#))²³. 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 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 **16 October 2020 at 16:00 hours Cyprus time (GMT +2)** 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).

2.2.4. Further information about concept notes

Information sessions on this call for proposals will be held from July to September 2020 (as detailed under *Notice*, on page 2 of the present guidelines).

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: **REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@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 website of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <http://www.tceugrantsupport.eu/> as the need arises. 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 **via the online support form in PROSPECT**: Please note that the working languages of the IT support are: English French and Spanish. Therefore users

²³ For example: <http://www.timeanddate.com/worldclock/converter.html>.

are invited to send their questions in English, French or Spanish should they wish to benefit from an optimum response time.

2.2.5. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using the grant application form annexed to these guidelines (Annex A.2). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

The elements outlined in the concept note cannot be modified by the lead applicant in the full application. 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 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). 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 an accompanying letter or email.

Lead applicants must submit their full applications in **the same language as their concept notes**.

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)).

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist (Annex A.2, Instructions) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

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

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes, which have to be filled in (budget, logical framework) 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.

With the full application the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities²⁴.

No additional annexes should be sent.

²⁴ Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient.

2.2.6. 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> 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 and the declaration by the lead applicant. The lead applicant must send, in a sealed envelope as described below, the following items:

- a. One original signed copy of the full application form, the budget and the logical framework. The declaration by the lead applicant (Annex A.2, section 5) must be printed and stapled separately and enclosed in the envelope.
- b. 1 additional copy in A4 size, each bound.
- c. 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. Where lead applicants send several applications (if allowed to do so by the guidelines of the call), each one must be sent separately:

Postal address for post, private courier service and hand delivery :

**EU Programme Support Office
63A Sehit Ecvet Yusuf avenue
Nicosia, Cyprus**

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).

2.2.7. 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 who, in exceptional cases (see section 2.2.6) 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.

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.

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 hours Cyprus time** (GMT +2) 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).

2.2.8. 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: **REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@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 full 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 website of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <http://www.tceugrantsupport.eu>, as the need arises. 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 **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.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in Section 2.1, the application will be rejected on this sole basis.

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

During the opening and administrative check 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 Annex 1, Instructions of the Grant application form. 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 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in 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.

Section	Maximum Score
1. Relevance of the action	25
1.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5x2 **
1.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
1.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of the guidelines for applicants?	5
2. Design of the action	25
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2 **
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? Does the design take into account external factors (risks and assumptions)?	5
2.3. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5
2.4 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities,	5

needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	
Maximum total score	50

** This score is multiplied by 2 because of its importance.

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.

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

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

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 250% of the available budget for this call for proposals. 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.

(2) STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION

Firstly, 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 (Annex A.2, Instructions). 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 capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria 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 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 applicants are encouraged to carefully consider the award criteria detailed below in the preparation of their applications (point 2 to 6 of the evaluation grid) and in particular, those related to the sustainability of the action.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2. Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical in-house 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 in-house 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 action²⁵	25
2.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5x2 **
2.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
2.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
2.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of the guidelines for applicants?	5
3. Design of the action	13
3.1. How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2. Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	4
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of	4

²⁵ As per art 6.5.8.4 of the PRAG, the evaluation committee evaluating the full applications may re-evaluate the scores given for the relevance at concept note stage and transferred to the full application. It is up to the evaluation committee to accept this new assessment or not.

Section	Maximum Score
the relevant stakeholders?	
4. Implementation approach	12
4.1. Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2. Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3. Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	2
5. Sustainability of the action	15
5.1. Is the action likely to have a tangible impact on its target groups?	5
5.2. Is the action likely to have multiplier effects, including scope for replication, extension capitalisation on experience and knowledge sharing?	5
5.3. Are the expected results of the proposed action sustainable?- Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)- Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?)- At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5
6. Budget and cost-effectiveness of the action	15
6.1. Are the activities appropriately reflected in the budget?	5
6.2. Is the ratio between the estimated costs and the expected results satisfactory?	5x2 **
Maximum total score	100

** This score is multiplied by 2 because of its importance.

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.

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.

Provisional selection

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

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF 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 by default 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.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. 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)²⁶:

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

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity²⁷. 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 meantime²⁸. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.

This requirement shall apply only to the first application made by a beneficiary to an authorising officer responsible in any one financial year.

3. The external audit report is not required from (if any) the co-applicant(s) or affiliated entities.

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 secondary and higher education establishments.

4. A copy of the lead applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)²⁹. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)).
5. 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.

²⁶ No supporting document will be requested for applications for a grant not exceeding EUR 60 000.

²⁷ 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.

²⁸ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

²⁹ This obligation does not apply to natural persons who have received a scholarship or that are in most need in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.4.2.

6. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as 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.
7. Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity.
8. The lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG).

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 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.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. 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 and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, 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 early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	July – September 2020	TBC
2. Deadline for requesting any clarifications from the contracting authority	25 September 2020	15:00 (Brussels time)
3. Last date on which clarifications are issued by the contracting authority	6 October 2020	-
4. Deadline for submission of concept notes	16 October 2020	15:00 (Brussels time)
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	1 December 2020	-
6. Invitations to submit full applications	1 December 2020	-
6. Deadline for submission of full applications	29 January 2021	-
7. Information to lead applicants on the evaluation of the full applications (Step 2)	April 2021	-
8. Notification of award (after the eligibility check) (Step 3)	April 2021	-
9. Contract signature	June 2021	-

All times are in the time zone of the country of the contracting authority.

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 web site of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and <http://www.tcceugrantsupport.eu>.

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

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G 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 contribution agreement based on the contribution agreement template. In this case references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement .

Implementation contracts

Where implementation of 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.

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

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

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

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- Annex A: Grant application form (Word format)
- Annex B: Budget (Excel format)
- Annex C: Logical framework (Excel format)
- Annex D: Legal entity sheet³⁰
- Annex E: Financial identification form
- Annex F: PADOR registration form

DOCUMENTS FOR INFORMATION³¹

- 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: not applicable
 - Annex VIII: not applicable
 - Annex IX: standard template for transfer of ownership of assets
- Annex H: Declaration on Honour
- Annex I: Daily allowance rates (per diem), available at the following address:
https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf
- Annex J: Information on the tax regime applicable to grant contracts signed under the call.
- Annex K: Guidelines for assessing simplified cost options.

Useful links:

Project Cycle Management Guidelines

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

The implementation of grant contracts

A Users' Guide

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

Financial Toolkit

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

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

³⁰ Only applicable where the European Commission will make the payments under the contracts to be signed.

³¹ These documents should also be published by the contracting authority.

their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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