INFORMATION SESSION

European Instrument for Democracy and Human Rights
2011 Open Call for Proposals

European Union Delegation to Jamaica, The Bahamas, Belize, Turks and Caicos Islands and The Cayman Islands

Kingston, September 22, 2011
General introduction

Introduce yourself
General introduction

- Practical arrangements
  - Timing of Q & A
  - Coffee break
  - Mobile phones
Objectives

After the session participants will:

– Gain a general overview of the European Instrument for Democracy and Human Rights (EIDHR)

– Gain clarity on the objectives, priorities and eligibility requirements of the 2011 EIDHR Call for Proposals for Jamaica
OVERVIEW OF THE EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS
The European Union (EU), with its 27 member states, attaches great importance to the respect for human rights in all areas.

This importance is reflected in all areas of the EU's External Relations.

The European Instrument for Democracy and Human Rights (EIDHR) is the financing instrument used for the promotion of democracy and human rights worldwide.

The EIDHR was established by the European Union in 2006.
Through this instrument, the EU funds civil society actors worldwide working to promote and maintain human rights.

The EIDHR is implemented through periodic Strategy Papers.
The European Instrument for Democracy & Human Rights (EIDHR)

The strategy for the period 2011 - 2013 is aimed at, among other things, assisting local civil society organizations to work together on political pluralism and democracy through the implementation of country-based support schemes.

JAMAICA AND THE EUROPEAN INSTRUMENT FOR DEMOCRACY AND HUMAN RIGHTS (EIDHR)

- Since 2009 Jamaica has been allocated €600,000 each year under the EIDHR Country Based Support Scheme.

- The funding is allocated through Calls for Proposals that target non-government organisations in the widest sense.
PRIORITIES

Priorities include:

- Promoting children's rights;
- Combating domestic violence;
- Improvements in the conditions of detention;
- Alternatives to the death penalty;
- The rights of the disabled and
- Combating gender discrimination.
FINANCIAL MATTERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available funding:</td>
<td>€600,000</td>
</tr>
<tr>
<td>Size of grants:</td>
<td>Minimum €75,000, Maximum €300,000</td>
</tr>
<tr>
<td>Percentage:</td>
<td>Minimum 50%, Maximum 100%</td>
</tr>
</tbody>
</table>

Generally speaking, grant requested must be limited to 80% of the estimated total accepted costs.

100% coverage is possible only if deemed essential to carry out the action. Justification must be provided in Section 2.1 of Part B of the grant application form.

Estimated total accepted Cost = estimated total eligible cost + taxes, including value added tax, where the beneficiary can show it can not reclaim.
Co-Financing

- The difference between the total budget of the action and the amount the applicant is requesting from the EU.

- A percentage not an amount.

- The beneficiaries must secure the co-financing of the action.
Eligibility Criteria

- Applicants
- Partners
- Actions
ELIGIBLE APPLICANTS

Must be legal persons or an entity without legal personality -

Subject to the prior approval of the European Commission - in instances where an entity is without legal personality, the entity must have a representative with the capacity to undertake legal obligations and assume financial liability on its behalf;

Must be non profit making;
ELIGIBLE APPLICANTS

Must be specific types of organizations such as:

- civil society organizations, including
  - non-governmental non-profit organizations and independent political foundations,
  - community based organizations and private sector non-profit agencies,
  - institutions and organizations and networks thereof at local, national, regional and international level;

- Public sector non-profit agencies, institutions and organizations and networks at local, national, regional and international level;
International inter-governmental organizations (set up by inter-governmental agreements as well as specialized agencies set up by them);

Must be nationals of Jamaica

- or a member state of the European Union,

- or of an EU accession or official candidate country,

- or a Member State of the European Economic Area (UE+Iceland+Norway+Liechtenstein),

- or of a developing country as specified by the Development Assistance Committee of the Organisation for Economic Co-operation and Development or of countries which have granted reciprocal access to their external assistance. This obligation does not apply to international organisations.
Must be directly responsible for preparing and managing the action and not merely be an intermediary.

Must have stable and sufficient sources of finance.

Demonstrate the capacity to manage actions on the same scale as the action proposed for a grant.
PARTNERSHIPS AND PARTNER
ELIGIBILITY

- Applicants may act individually or with partner organizations.

- There is no contractual link between the EU and partners of applicants, however the same eligibility criteria apply to partners as to the applicant.

- For actions where the applicant is neither an organization nor a public body of Jamaica nor an International organization, a partnership with a local partner is mandatory.

- Partners play an active role in defining and implementing the action. A clear distribution of responsibilities is key to successful partnerships.

- Costs incurred by partners are eligible in the same way as those of the grant beneficiary. Partners must therefore satisfy the eligibility criteria as applicable to the grant beneficiary.
INFORMAL PARTNERS

- Take part in implementation but are not formal partners.
- Do not have to sign the “partnership statement”.
- Do not have to satisfy the same eligibility criteria as applicants.
PARTERSHIP STATEMENT

See hand-out
Expenditure from activities undertaken by informal partners is an eligible cost subject to Article 14 of the General Conditions of the grant contract.

Costs to be incurred by informal partners must be included in the estimated budget of the overall action.

Informal partners are not bound by Article 1.3 of the General Conditions of the grant contract.
INFORMAL PARTNERS:
ARTICLE 14 – GENERAL CONDITIONS

See hand-out
See hand-out
INFORMAL PARTNERS: BENEFICIARY DECLARATION

The beneficiary if awarded a grant will be required to provide a declaration confirming Articles 3, 4 and 5 will apply to informal partners.
The beneficiary of the grant shall assume financial and accounting liability for all expenses incurred by the informal partners.

The beneficiary is responsible for keeping all necessary supporting documents of the costs incurred by its informal partner in its own accounting of the project.
Organizations which play a real role in the action but may only receive per diem or travel costs.

Do not have to meet the eligibility criteria.

Associates must be mentioned in Part B of Section 5 of the grant application form.
Any questions?
ELIGIBLE ACTIONS

- Must fall within the following priorities:
  - Promoting children's rights, including the welfare of juvenile delinquents and of children in places of safety;
  - combating domestic violence;
  - conditions of detention;
  - alternatives to the death penalty;
  - the rights of the disabled and
  - combating gender discrimination.

- Must take place in Jamaica;

- May not be shorter than 12 months nor longer than 36 months;
Types of action which may be financed:

– Advocacy and dialogue with key stakeholders;

– activities with public institutions as associates

– collection of data and research based advocacy;
Types of action which may be financed cont’d:

– working with victims and contributions to practical support schemes;

– support to groups working with persons in the stated priority areas;

– public information and awareness raising;
Types of action which may be financed cont’d:

– programmes in schools and higher education institutions;

– capacity building and other training addressed to organisations working in the stated priority areas and

– coalition building with other local stakeholders and civil society organisations, including building of information sharing mechanisms.
INELIGIBLE ACTIONS

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;

- Actions concerned only or mainly with individual scholarships for studies or training courses;

- One-off conferences;

- Actions supporting political parties and

- Actions including proselytism.
Number of applications & grants per applicant

An applicant may:

1. submit more than one application;
2. not be awarded more than one grant and
3. at the same time be partner in another application.

Partners may take part in more than one application.
Any questions?
Eligible costs

- The budget must be realistic, reasonable and cost effective. The cost must correspond to local costs if expenditure is local.

- Eligible costs are those which comply with Article 14 of the General Conditions (see handout)
Eligible costs

To be eligible under the call for proposals, costs must:

• be necessary for carrying out the action and

• be clearly related to planned activities included in the proposal.
INELIGIBLE COSTS

- Debts and debt service charges;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Costs declared by the beneficiary and covered by another action or work programme;
INELIGIBLE COSTS (cont’d)

- purchases of land or buildings except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;

- and currency exchange losses.
DURATION OF ACTIONS

- Minimum – 12 months
- Maximum – 36 months

May not begin until the contract has been signed by both parties.
DEADLINES

Submission of applications: Noon, October 31, 2011

Requests for clarifications: 4 p.m. October 10, 2011

Responses to requests for clarifications: October 20, 2011
Any questions?
HOW TO APPLY

- Registration in PADOR
- Preparing the proposal
  - Points to consider
  - Sub-granting
  - Budget preparation
- Presenting the application
- Evaluation & award procedures
- Awarding of grants
Prior registration in PADOR is obligatory for all applicants and partners.
Potential Applicant Database On-line Registration

On-Line knowledge management system.

Allows applicants to register and update their generic data (i.e. data not specific to a given Call for Proposals) and upload their supporting documents (for instance statutes or equivalent document).

Once registered in PADOR, the applicant or partner does not need to fill in the sections concerning non-action specific information of the Grant Application form, nor do they need to submit supporting documents, since the evaluation in this case will be based on the information provided by the applicant in PADOR.

It is the obligation of the applicant to ensure that the information is updated.
For further information, see

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm,

where you can find:
- the PADOR user's guide
- the PADOR e-learning
- Frequently Asked Questions
POINTS TO CONSIDER IN PREPARING YOUR PROPOSAL...

β Verify the general and specific objectives of the programme in article 1.2 of the guidelines

É Are these objectives in line with your project?

β Verify the eligibility of proposed actions in article 2.1.3 of the guidelines

É Is the scope of your proposed activities in line with the eligible actions defined in the guidelines?
POINTS TO CONSIDER IN PREPARING YOUR PROPOSAL...

- Verify the eligibility criteria of the Applicant in article 2.1.1 of the guidelines
  - Can you be the applicant?

- and those of the partners in article 2.1.2 of the guidelines
  - Can you be a partner?
  - Do your partners fulfil the eligibility criteria?
POINTS TO CONSIDER IN PREPARING YOUR PROPOSAL...

1. Verify the financial allocation, specifically the size of grants in article 1.3 of the guidelines.

   Are these amounts in line with your foreseen activities?

2. and the maximum EU contribution

   Do you possess the necessary financial capacity to finance the balance between the total cost of the project and the EU grant?
1. In terms of partnerships, try to build these according to the principles of: balance, complementarity, excellence, commitment.

2. Pay attention to the specific requests in the forms. Do not leave empty spaces and do not add information not requested!

3. Place adequate focus on the deliverables, on the beneficiaries of the final results and on the exploitation of these results (e.g. dissemination plan).
POINTS TO CONSIDER IN PREPARING YOUR PROPOSAL...

- Satisfy all the evaluation criteria.
- Follow the structure of the Application form.
- Take care to provide all relevant details whilst being concise.
- Make the text clear, well structured and easy to read.
POINTS TO CONSIDER IN PREPARING YOUR PROPOSAL...

When drafting your Concept note/full application take into consideration the evaluation procedure and criteria listed in article 2.3 of the Guidelines
SUB-GRA NTING

Must be specified in the application.

May not be the main purpose and must be duly justified.

Maximum of €10,000 per sub-grantee.

Total sub-granting to third parties may not exceed €100,000.

Sub-grantees are subject to the nationality and origin rules in Annex IV to the standard grant contract.
PREPARING YOUR BUDGET

- **Direct Costs:**

- **indirect costs:** max 7% to cover administrative overheads and

- **contingencies:** max 5% to be used only after prior approval by the Contracting Authority.
### Annex III. Budget for the Action

<table>
<thead>
<tr>
<th>Expenses</th>
<th>All Years</th>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unit</td>
<td># of units</td>
</tr>
<tr>
<td>1. <strong>Human Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1 Salaries (gross amounts, local staff)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.1 Technical</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td>1.1.2 Administrative/support staff</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td>1.2 Salaries (gross amounts, expat/int staff)</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td>1.3 Per diems for missions/travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.1 Abroad (staff assigned to the Action)</td>
<td>Per diem</td>
<td>0</td>
</tr>
<tr>
<td>1.3.2 Local (staff assigned to the Action)</td>
<td>Per diem</td>
<td>0</td>
</tr>
<tr>
<td>1.3.3 Seminar/conference participants</td>
<td>Per diem</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Human Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <strong>Travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 International travel</td>
<td>Per flight</td>
<td>0</td>
</tr>
<tr>
<td>2.2 Local transportation</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>Equipment and supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Purchase or rent of vehicles</td>
<td>Per vehicle</td>
<td>0</td>
</tr>
<tr>
<td>3.2 Furniture, computer equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3 Machines, tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4 Spare parts/equipment for machines, tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 Other (please specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Equipment and supplies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <strong>Local office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Vehicle costs</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td>4.2 Office rent</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td>4.3 Consumables - office supplies</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td>4.4 Other services (telex, fax, electricity/heating, maintenance)</td>
<td>Per month</td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal Local office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. <strong>Other costs, services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1 Publications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2 Studies, research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3 Auditing costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4 Evaluation costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5 Translation, Interpreters</td>
<td></td>
<td></td>
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<tr>
<td>5.6 Financial services (bank guarantee costs etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.7 Costs of conference/seminars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.8 Visibility actions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Other costs, services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. <strong>Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal Other</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. <strong>Subtotal direct eligible costs of the Action</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Provision for contingency reserve (maximum 5% of A, subtotal of direct eligible costs of the Action)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total direct eligible costs of the Action</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total eligible costs</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Expected sources of funding

<table>
<thead>
<tr>
<th></th>
<th>Amount EUR</th>
<th>Percentage of total %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant’s financial contribution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commission/EDF contribution sought in this application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution(s) from other European Institutions or EU Member States</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions from other organisations:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Conditions</strong></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CONTRIBUTIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct revenue from the Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OVERALL TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Direct costs, for example

- Cost of staff assigned to the action (salaries and remuneration-related costs normally borne by the beneficiary)
- Travel and per diem
- Purchase or rental of equipment and supplies, cost of subcontracted services
- Subcontracting expenditure of works
- Other costs deriving from the action (translation, reproduction, dissemination activities, insurance & financial guarantees)
PREPARING YOUR BUDGET (cont’d)

β Administrative Costs

– Overhead costs which are not specified in any other budget heading.
Contingency Reserve:

- no more than 5% of the eligible direct costs
- should be able to absorb any reasonable unforeseen overrun of eligible costs
- can be used only with the prior written authorization of the Contracting Authority
- cannot be used for correcting mistakes in project design

Art. 14.3 GC

Budgeted amounts should be in EURO.
Contribution in kind:

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his Partners.
THE LOGICAL FRAMEWORK
## LOGICAL FRAMEWORK FOR THE PROJECT

<table>
<thead>
<tr>
<th>Intervention logic</th>
<th>Objectively verifiable indicators of achievement</th>
<th>Sources and means of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall objectives</strong></td>
<td>What are the overall broader objectives to which the action will contribute?</td>
<td>What are the key indicators related to the overall objectives?</td>
<td>What are the sources of information for these indicators?</td>
</tr>
<tr>
<td><strong>Specific objective</strong></td>
<td>What specific objective is the action intended to achieve to contribute to the overall objectives?</td>
<td>Which indicators clearly show that the objective of the action has been achieved?</td>
<td>Which factors and conditions outside the Beneficiary’s responsibility are necessary to achieve that objective? (external conditions) Which risks should be taken into consideration?</td>
</tr>
<tr>
<td><strong>Expected results</strong></td>
<td>The results are the outputs envisaged to achieve the specific objective. What are the expected results? (enumerate them)</td>
<td>What are the indicators to measure whether and to what extent the action achieves the expected results?</td>
<td>What external conditions must be met to obtain the expected results on schedule?</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td>What are the key activities to be carried out and in what sequence in order to produce the expected results? (group the activities by result)</td>
<td>Means: What are the means required to implement these activities, e.g. personnel, equipment, training, studies, supplies, operational facilities, etc.</td>
<td>What pre-conditions are required before the action starts? What conditions outside the Beneficiary’s direct control have to be met for the implementation of the planned activities?</td>
</tr>
<tr>
<td></td>
<td>Costs: What are the action costs? How are they classified? (breakdown in the Budget for the Action)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Any questions?
Applications must be made using the prescribed form.

Note:
1. Applications must be written in English;
2. any error or gap may result in the application being rejected and
3. hand-written applications will not be accepted.
The outer envelope must clearly state:

- the reference number and title of the call for proposals;
- the full name and address of the applicant and
- the words “Not to be opened before the opening session”
Applications must be submitted in a sealed envelope by registered mail, private courier service or delivered by hand to:

The Delegation of the European Union
8 Olivier Road
Kingston 8
Any questions?
Evaluation & Award Procedures
The following will be assessed:

- the submission deadline has been respected. If the deadline has not been respected, the proposal will automatically be rejected.

- the application form satisfies all the criteria specified in points 1-8 of the checklist (Section 6 of part B of the grant application form).

If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.
### STEP 2: EVALUATION OF THE CONCEPT NOTE

<table>
<thead>
<tr>
<th>1. Relevance of the action</th>
<th>Sub-score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?</strong>*</td>
<td>5x2**</td>
</tr>
<tr>
<td><strong>1.2 How relevant to the particular needs and constraints of the target country or region is the proposal? (including synergy with other EU initiatives and avoidance of duplication)</strong></td>
<td>5x2*</td>
</tr>
<tr>
<td><strong>1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Design of the action</th>
<th>Sub-score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.1 How coherent is the overall design of the action?</strong>&lt;br&gt;In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?</td>
<td>5x2**</td>
</tr>
<tr>
<td><strong>2.2 Is the action feasible and consistent in relation to the objectives and expected results?</strong></td>
<td>5x2**</td>
</tr>
</tbody>
</table>

**TOTAL SCORE** 50
• Only the Concept Notes which have been given a minimum of **30 points** will be considered for pre-selection.

• The list of Concept Notes will be reduced in accordance with the ranking to those whose sum of requested contribution amounts to at least **2 times** the funds available.

• Following the evaluation of the concept note, the Contracting Authority will send a letter to the applicants whose concept note has been evaluated, indicating whether their full application form will be evaluated.
STEP 2:

EVALUATION OF FULL APPLICATION

Evaluation Criteria:
- Selection and
- Award
Selection Criteria

Evaluates the applicant’s financial and operational capacity to ensure that they;

1. Have stable and sufficient sources of finance to maintain project activities throughout the project duration.

2. Have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to partners of the applicant.
Award Criteria

Evaluates the quality of the application in relation to the set objectives and priorities. It thus covers such aspects as the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost effectiveness.
Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

This will then be examined for the eligibility of its Applicant and the Partners and, if necessary, any rejected proposal will be replaced by the next best placed proposal in the reserve list that falls within the available financial envelope.
STEP 3
verification of eligibility of applicants and partners

The eligibility verification, based on the supporting documents requested by the Contracting Authority will only be performed for the proposals that have been provisionally selected according to their score and within the available financial envelope.

The Declaration by the applicant (Section 7 of Part B of the grant application form) will be cross checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the proposal on that sole basis.

The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3 of the Guidelines.
Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the EU Delegation.

They will be requested to supply specific supporting documents to allow verification of their eligibility. If the supporting documents are not provided before the deadline indicated in the request for supporting documents, the application may be rejected.
Supporting Documents include

- The statutes or articles of association of the applicant and of each partner organization (not applicable to applicants who were successful under a previous call under the same budget line within 2 years before the deadline for this call unless a change in legal status occurred in the interim).

- An external audit report in instances where the grant request exceeds €100,000. The audit report must be produced by an approved auditor, certifying the applicants accounts for the last financial year available.
Supporting Documents include

- Legal entity sheet (See annex D of the guidelines)

- Financial identification form (see annex E of the guidelines)
Awarding of grants

Applicants will be notified in writing of the decision concerning their applications.
Any questions?
FURTHER INFORMATION


Or

Thank you!!

The content of this material include extracts from EU funded training material produced by Gian Luca Bombarda.

Prepared by Marlene Lamonth