Information Measures relating to the Common Agricultural Policy (IMCAP)

Call for proposals

Support for information measures
relating to the Common Agricultural Policy for 2026
(IMCAP-2026-INFOME)

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CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of Agriculture and Rural Development policy under the **Information Measures Relating to the Common Agricultural Policy Programme (IMCAP)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 (EU Financial Regulation)
- Regulation 2021/2116[1] (the CAP Basic Act).

The call will be managed by the **European Commission, Directorate-General for Agriculture and Rural Development (DG AGRI)**.

⚠ Please note that this call is subject to the final adoption of the 2026 Financing Decision In case there would be substantial changes, we would adapt the call.

The call covers the following **topic**:

- **IMCAP-2026-INFOME — Support for information measures relating to the Common Agricultural Policy for 2026**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the EU Funding & Tenders Portal Online Manual and the EU Grants AGA — Annotated Grant Agreement.

These documents provide clarifications and answers to questions you may have when preparing your application:

- the Call Document outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for financial and operational capacity and exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - legal and financial set-up of the Grant Agreements (section 10)
  - how to submit an application (section 11)
- the Online Manual outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
  - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:

[1] Regulation (EU) 2021/2116 of the European Parliament and of the Council of 2 December 2021 on the financing, management and monitoring of the common agricultural policy (OJ L 435, 6.12.2021, p. 187).

– detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant *(including cost eligibility, payment schedule, accessory obligations, etc)*.

You are also encouraged to visit the IMCAP Europa website to consult the list of projects funded previously.

KEY MATTERS	❖ Personnel costs calculation: o Use of daily rates for cost reporting (attention: for the estimated budget you should not use individual daily rates of persons working on the action; the budget should be built using estimated monthly rates per category of personnel). o compulsory use of Model Grant Agreement methodology (see *article '6.2 Specific eligibility conditions for each budget category -Direct costs - A. Personnel costs'*). ❖ Travel costs: compulsory use of European Commission 'travel and subsistence unit cost' (see Commission Decision C(2021)35). **If not used, travel (and related) costs will be considered ineligible.** ❖ Forecasted costs: a very high granularity of the description of all costs forecasted and a detailed split by distinct item/component is expected (penalty up to minus 8 points will apply to award criterion 3, in case of insufficient/incomplete level of details). ❖ Compulsory deliverables (see section 10). ❖ Bonus points for applications from countries not represented in the projects selected for funding under IMCAP calls 2024 and 2025. ❖ Questions: You can contact DG AGRI grants team for advice/support/answers: AGRI-GRANTS@ec.europa.eu.

1. Background

The Common Agricultural Policy (CAP) is one of the EU's most important policies. Farming is a core part of our European way of life. The CAP builds on a partnership between farmers and citizens, between agriculture and European society. It is a common policy for all the countries and citizens of the EU and benefits them in various ways.

The CAP supports a fair and sufficient income for farmers, the competitiveness of the agricultural production, maintains rural areas and landscapes, keeps the rural economy alive and helps tackle climate change and the sustainable management of natural resources.

The Information Measures Relating to the Common Agricultural Policy Programme (IMCAP) supports the CAP by funding measures that provide information about it.

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

IMCAP-2026-INFOME — Support for information measures relating to the Common Agricultural Policy for 2026

Objectives

The general objective of the call is to raise awareness about the Common Agricultural Policy (CAP) within the EU, amongst all citizens, farmers and non-farmers alike and to disseminate information about the Common Agricultural Policy (CAP), the key messaging should be fully consistent with the Commission's legal requirement to carry out information measures on the CAP within the meaning of Article 46 of Regulation (EU) 2021/2116.

The measures should help citizens understand the CAP, about how the CAP responds to challenges faced by agriculture and food producers, helps restore consumer confidence following crises, supports development in rural areas and promotes a more competitive, sustainable and resilient Union model of agriculture, including its simplification agenda.

The measures should help citizens understand the CAP through coherent, evidence-based, objective and comprehensive information.

The measures should inform citizens, farmers and consumers on the CAP and how the CAP, including the national CAP Strategic Plans, responds to challenges faced in agriculture and food production, encourages competitiveness of the agrifood sector, supports farmers' income and their position in the food value chain.

The measures should also help citizens understand how the CAP rewards farmers preserving biodiversity and natural ecosystems, including mitigating climate change, and promotes a more sustainable Union model of agriculture. Finally, the measures should also help the audience to understand how the CAP supports development in rural areas.

The proposals submitted should focus on the ten specific objectives of the CAP, taking into account the Member States' CAP strategic plans, the Action Plan for the Development of Organic Production, the Common Market Organisation, the Unfair Trade Practices Directive and the Political Orientations for the next European Commission 2024-2029. They should provide coherent, objective, evidence-based and comprehensive information measures, reaching a significant number of citizens in the EU, in order to help explain, implement and develop the CAP and to raise public awareness of its content and objectives, including its contribution to guaranteeing a stable supply of affordable food, to supporting farmer's income, and to ensuring long-term competitiveness, resilience and sustainability of EU's farming sector.

The motivation of proposals submitted should also consider addressing lack of information about European agriculture and the CAP within identified target audiences. This should be achieved using facts, backed up with reliable data, and overall raising public awareness on the relevance of EU support to agriculture and rural development through the CAP.

Themes and priorities (scope)

The call 2026 focusses **on the elements of the Vision for Agriculture and Food related to the implementation of the CAP**. More specifically, proposals are invited to come forward with information measures focussing on:

(a) the CAP's role in supporting a fair prospects income for farmers) and their position in the food supply chain, showing examples,

(b) its contribution to ensuring competitiveness and the long-term resilience of EU agriculture,

(c) agri-food systems functioning with planetary boundaries, preserving healthy soils, clean water and air, and protecting and restoring Europe's biodiversity,

(d) the support to generational renewal and improving gender balance,

(e) addressing misconceptions and disinformation narratives and strengthening information integrity in relation to agriculture and rural areas.

Proposals not addressing at least one of the points above will be considered outside the scope of this call.

Activities that can be funded (scope)

This call targets large-audience information and communication measures to inform citizens about the CAP (including the national CAP strategic plans). The scale of the potential impact will be considered as a major element.

The information measures must include one or several activities reaching a significant number of citizens, such as:

- communication campaigns,
- production and distribution/broadcast of print, multimedia or audiovisual material,
- web and social media outreach activities reaching a significant number of citizens,
- media events,
- conferences, seminars, workshops reaching a significant number of citizens and,
- studies on CAP-related issues (if required to support the implementation of the information measures).

A final evaluation (external or internal) of the activities implemented and their actual impact can also be part of the eligible activities and is strongly encouraged.

The following activities are NOT eligible:

- measures required by law
- general (annual) conferences or statutory meetings without obvious and distinct IMCAP components
- other activities where the communication and information measures are not the main component.

⚠ If an application builds on previously co-financed projects, applications must describe their impact of previous campaign(s) (including figures and reach) and explain clearly and in details the novelty in the proposed activities for this call.

Expected impact

The target public for the themes is the general public (in particular young people), farmers or other stakeholders active in rural areas and the agricultural sector.

More specifically:

- For young people, school children, teachers and university students: new approaches should be used to engage with young people and raise their awareness of the new CAP and the contribution that it makes in many areas such as the climate change challenge, food, healthy and high-quality eating as a lifestyle choice, in relation also with the EU School Scheme for Milk, Fruit and Vegetables[2] and the Tartu Call[3].

- For stakeholders: stakeholders should be more aware of the contribution that the CAP makes to support the social, environmental and economic sustainability of agriculture, including by promoting a fair value chain.

The projects must use objective and measurable impact indicators (KPIs - based on DG COMM/corporate KPIs – see dg-comm-communication-network-indicators_en.pdf for their proposed objectives and activities, supported by a detailed impact evaluation methodology. These indicators should include inter alia:

- the baseline (i.e. a description of the current levels of awareness and perception of the CAP amongst the targeted audience). This (these) figure(s) should be based on the latest Eurobarometer data available (section on 'Awareness of the CAP') and/or other objective and credible (European or national) data sources that define the levels of awareness and perception about the CAP in a particular geographical area and/or target audience

- the total volume of reach expected to be made during the communication and information activities, and

- the targeted increase in the total number of contacts who recognise and/or have a more positive opinion of the CAP as a result of the information and communication activities (in relation to the baseline).

These KPIs should be summarised in a table including and linking objectives, activities, target audiences, baseline and target values.

3. Available budget

The estimated available call budget is **EUR 4 000 000**.

The availability of the call budget still depends on the adoption of the budget 2026 by the EU budgetary authority.

[2] Regulation (EU) 2016/791 of the European Parliament and of the Council of 11 May 2016 amending Regulations (EU) No 1308/2013 and (EU) No 1306/2013 as regards the aid scheme for the supply of fruit and vegetables, bananas and milk in educational establishments.

[3] The Tartu Call is designed to promote and support healthier lifestyles for European citizens of all ages. With a special emphasis on the young generation: Children who learn healthy habits are more likely to maintain them in later life.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	7 October 2025
Deadline for submission:	**14 January 2026** **17:00:00 CET (Brussels)**
Evaluation:	January-May 2026
Information on evaluation results:	June 2026
GA signature:	June – August 2026

5. Admissibility and documents

Proposals must be submitted before the **call deadline** *(see timetable section 4)*.

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the Search Funding & Tenders section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Project acronym — Please use a clear naming convention that distinguishes your project from submissions from previous years (e.g.' Year-Country-Project' (ex. 20XX-BE-REI)).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project *(to be filled in directly online)*
- Application Form Part B — contains the technical description of the project *(to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded)*
- **mandatory annexes and supporting documents** *(templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded)*:
  - detailed budget table
  - CVs (only in Europass format) of core project team
  - activity report of the last calendar year (⚠ annual accounting report will not be considered)

- list of previous projects (key EU, national, regional projects only relating to the subject of the call in the last 4 years) *(template available in Part B)*
- documents demonstrating the legal affiliation link between the coordinator and the affiliated entity(ies).

⚠ Please note that an annual activity report is NOT a financial audit report or balance sheet, but a report highlighting the activities and projects of your organisation. It should include an overview of your activities over at least the past 12 months, describe the specific tasks, activities, assignments and projects carried out and include an overview of income and expenditure in that period.

⚠ Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table (⚠ decimals are not relevant). In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable**, **accessible and printable** (please check carefully the layout of the documents uploaded).

Proposals' part B is limited to maximum **70 pages.** Evaluators will not consider any additional pages. ⚠ **Any change in the format or font of the EC template is not allowed and will result in a penalty of minus 5 points (award criteria 2 or 4).**

You may be asked at a later stage for further documents *(for legal entity validation, financial capacity check, bank account validation, etc)*.

ℹ For more information about the submission process (including IT aspects), consult the Online Manual.

6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic(s) description for which they are submitted.

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs)).

Beneficiaries and affiliated entities must register in the Participant Register — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc *(see section 13)*.

Specific cases and definitions

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons[4].

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'[5].

Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092[6]. Such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc.). Currently such measures are in place for Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain (see Council Implementing Decision (EU) 2022/2506, as of 16 December 2022).

For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Consortium composition

Only applications by single applicants are allowed (single beneficiaries; affiliated entities and other participants are allowed, if needed).

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities *(such as environment, social, security, industrial and trade policy, etc)*.

Financial support to third parties is not allowed.

4 See Article 197(2)(c) EU Financial Regulation 2018/1046.

5 For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation 2018/1046.

6 Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

Geographic location (target countries)

Proposals must relate to the activities taking place in the eligible countries *(see above)*.

⚠ **Bonus points will be awarded to** applications **from countries without any** selected projects **in the IMCAP calls of the last 2 years (IMCAP-2024-INFOME and IMCAP-2025-INFOME *(see also section 9)*.**

Duration

Projects should be a maximum of 12 months .

Project budget

Project budgets (maximum grant amount) are expected to range between EUR 125 000 and EUR 350 000 per project.

This does not however preclude the submission/selection of proposals requesting other amounts.. The grant awarded may be lower than the amount requested.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the Participant Register during grant preparation *(e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc)*. The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all selected beneficiaries, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information

or

- if needed, reject the entire proposal.

ℹ For more information, *see Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment*.

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams list (section 2.3 of the application form) and CVs, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications, experiences and roles in the project) of the staff responsible for managing and implementing the project,
- description of the consortium participants profile (affiliated entities, etc),
- applicants' activity reports of last calendar year **(annual accounting report will not be considered)**,
- list of previous projects (key EU, national, regional projects only relating to the subject of the call in the last 4 years; *template available in Part B*).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate[7]:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct[8] (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation,

[7] See Articles 136 and 141 of EU Financial Regulation 2018/1046.

[8] Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation 2988/95 (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that[9]:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call, and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria *(see sections 7 and 9)* and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
2) The ex aequo proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion ‘Effectiveness’. When these scores are equal, priority will be based on their scores for the criterion ‘Efficiency’. When these scores are equal, priority will be based on their scores for the criterion ‘Quality’.

[9] See Article 141 EU Financial Regulation 2018/1046.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

⚠ No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc*.

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns (compulsory/missing deliverables, split of bundled deliverables, rescheduling of due dates, questions about budget details, etc). Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access *(see also Funding & Tenders Portal Terms and Conditions)*. Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

1. **Relevance (15 points):** ex-ante analysis of the information needs of the targeted audience (backed-up by recent facts and figures, including inter alia the latest Eurobarometer data available (section on 'Awareness of the CAP') and/or other objective and credible data (European or national) sources that define the levels of awareness and perception about the CAP in a particular target audience);specific, measurable, attainable and relevant objectives of the proposed information and communication measures

2. **Effectiveness (35 points):** description of the themes, messages and target public analysis of the proposed communication and information measures; presentation of the detailed programme of activities, timetable for implementation and ex-post evaluation methodology supporting the measuring and reporting of impact of the proposed communication and information measures (based on KPIs clear figures including baseline and targeted values).

3. **Efficiency (30 points):** evidence of the cost-effectiveness of the proposed activities; cost-effectiveness described in terms of costs of the implementation of the proposed communication and information measures in relation to the expected impact on the specific target groups (e.g. increased awareness and/or change of perception about the CAP); very detailed and credible description of the costs of the proposed communication and information measures, down to salary ratios and levels per team member responsible for each proposed activity, justification of subcontracting costs (if any) and any other elements that attest that the proposed information and communication actions represent best value for money based on forecasts done using actual salaries and market's prices.

4. **Quality (20 points):** quality of the participants and project teams; quality of the project management including the procedures to ensure quality control throughout the project (risk identification and management, continuous monitoring and evaluation); feasibility of the project within the proposed time

frame as well as the planning methods and allocation of tasks to ensure successful implementation of the various proposed activities.

Bonus points:

- **Bonus: The project is submitted by applicants from Member States that were not selected in the IMCAP calls of the last 2 years (IMCAP-2024-INFOME and IMCAP-2025-INFOME) (5 points).**

Award criteria	Minimum pass score	Maximum score
Relevance	7.5	15
Effectiveness	17,5	35
Efficiency	15	30
Quality	10	20
Overall (pass) scores (without bonus)	**50**	**100**
Bonus	n/a	5
Overall (pass) scores (with bonus)	**50**	**105**

Maximum points: 105 points.

Individual thresholds per criterion: 7.5/15, 17,5/35, 15/30 and 10/20 points.

Overall threshold: 50 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents.

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement *(Data Sheet, point 1)*. Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date

Project duration: *see section 6 above*.

Milestones and deliverables

Milestones are not applicable for IMCAP calls. Screens/sections related to milestones must be left empty.

The deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement. They must be sufficiently split and detailed per activity implemented and spread evenly over the entire duration of the project. Multiple activities or due dates should not be bundled under a single deliverable.

The following deliverables will be mandatory for all projects:

- **Bimestrial activities report (to be submitted in months 2-4-6-8-10-12; *template available on* Portal Reference Documents)**
- **Communication indicators form (to be submitted in month 12; *template available on* Portal Reference Documents).**

Form of grant, funding rate and maximum grant amount

The grant parameters *(maximum grant amount, funding rate, total eligible costs, etc)* will be fixed in the Grant Agreement *(Data Sheet, point 3 and art 5)*.

Project budget (maximum grant amount): *see section 6 above*.

The grant will be a budget-based mixed actual cost grant (actual costs, with European Commission travel and subsistence unit cost and flat-rate (indirect costs) elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement *(see art 6 and Annex 2 and 2a)*.

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**60%**).

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount *(see art 22.3)*.

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement *(e.g. improper implementation, breach of obligations, etc)*.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement *(Data Sheet, point 3, art 6 and Annex 2)*.

Budget categories for this call:

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs

  - travel and subsistence unit cost [10]: Yes[11]
  - C.2 Equipment
  - C.3 Other goods, works and services
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
  - SME owner/natural person unit cost[12] Yes (see additional-information-on-unit-costs-and-contributions_en.pdf)
  - Travel, accommodation and subsistence unit cost[13]: Yes (see additional-information-on-unit-costs-and-contributions_en.pdf)
- equipment costs: depreciation (⚠ any purchase of equipment must be convincingly justified and directly linked to the activities proposed)
- other cost categories:
  - costs for financial support to third parties: not allowed
- indirect cost flat-rate: 7%of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost and will not be counted as revenues
  - kick-off meeting: costs for kick-off meeting organised by the granting authority are eligible (EU travel and subsistence unit costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
  - other ineligible costs: No.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement *(Data Sheet, point 4 and art 21 and 22)*.

[10] Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

[11] See EU Grants AGA — Annotated Grant Agreement, art 6 on eligible costs: travel and subsistence costs must be declared using the unit cost according to Annex 2a of the grant agreement. If a particular instance of travel, accommodation or subsistence in the action is not covered by one of the unit costs mentioned in Decision C(2021)35 the actual costs may be used.

[12] Commission Decision of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

[13] Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

There will be no prefinancing and no interim payments.

Payment of the grant: At the end of the project, you will be invited to submit a technical report and financial statement which will be used for calculating the final grant amount

Please be aware that payments will be automatically lowered if you or one of your project's members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement *(see art 22)*.

Please also note that you are responsible for keeping records on all the work done and the costs declared.

Prefinancing guarantees

n/a

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement *(Data Sheet, point 4 and art 24)*.

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement *(Data Sheet point 4.4 and art 22).*

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

- specific rules for information and communication measures: Yes

Other specificities

Consortium agreement: No

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

For more information, *see AGA — Annotated Grant Agreement*.

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to create an EU Login user account.

Once you have an EULogin account, you can register your organisation in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the Search Funding & Tenders section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the format unchanged and respect the **page limits** *(see section 5)*; excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the IT Helpdesk webform, explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the Online Manual. The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- Online Manual
- Topic Q&A on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation),
- **IMCAP page on Europa (https://agriculture.ec.europa.eu/common-agricultural-policy/financing-cap/cap-funds/grants-information_en),**
- Portal FAQ (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates.).

Contact

For individual questions on the Portal Submission System, please contact the IT Helpdesk.

Non-IT related questions should be sent to the following email address: AGRI-GRANTS@ec.europa.eu.

Please indicate clearly the reference of the call and topic to which your question relates *(see cover page)*.

13. Important

IMPORTANT

- **Don't wait until the end —** Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions *(e.g. congestion, etc)* will be entirely at your risk. Call deadlines can NOT be extended.

- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).

- **Funding & Tenders Portal Electronic Exchange System —** By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the Portal Terms & Conditions.

- **Registration —** Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the Participant Register. The participant identification code (PIC) (one per participant) is mandatory for the Application Form.

- **Consortium roles —** When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

  The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator —** In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.

- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any). If affiliated entities participate in your project, please do not forget to provide documents demonstrating their affiliation link to your organisation as part of your application.

- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.

- **Balanced project budget —** Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully *(e.g. own contributions, income generated by the action, financial contributions from third parties, etc)*. You may be requested to lower your estimated costs, if they are ineligible (including excessive).

- **Completed/ongoing projects —** Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).

- **No-profit rule —** Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.

- **No cumulation of funding/no double funding —** It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants. If you would like to nonetheless benefit from different EU funding opportunities, projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).

- **Combination with EU operating grants —** Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice *(see AGA — Annotated Grant Agreement, art 6.2.E)*.

- **Multiple proposals —** Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).

  Organisations may participate in several proposals.

  BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).

- **Resubmission —** Proposals may be changed and re-submitted until the deadline for submission.

- **Rejection —** By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.

- **Cancellation —** There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.

- **Language —** You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, *see section 12*).

- **Transparency —** In accordance with Article 38 of the EU Financial Regulation, information about EU grants awarded is published each year on the Europa website.

  This includes:
  - beneficiary names
  - beneficiary addresses
  - the purpose for which the grant was awarded
  - the maximum amount awarded.

  The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection —** The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the Funding & Tenders Portal Privacy Statement.