



Contracting Authority: The European Commission

Sustainable Urban Demonstration Projects (SUDeP)

Supporting the Eastern Partnership cities in the implementation of Sustainable Energy Action Plans (SEAPs) under the Covenant of Mayors

**Guidelines
for grant applicants**

Budget line 19.080103 of the EU budget (Eastern Neighbourhood)

Reference: EuropeAid/135376/C/ACT/MULTI

Deadline for submission of concept notes: **21 March 2014**

NOTICE

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants who have been pre-selected will be invited to submit a Full Application Form. 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 Applicant' sent together with the application.

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1. SUPPORTING THE EASTERN PARTNERSHIP CITIES IN THE IMPLEMENTATION OF SUSTAINABLE ENERGY ACTION PLANS (SEAPs) UNDER THE COVENANT OF MAYORS

1.1. BACKGROUND

Local governments play a crucial role in mitigating the effects of climate change, all the more so when considering that 80% of energy consumption and CO₂ emissions is associated with cities. The European Commission launched the “Covenant of Mayors” in 2008 to support the efforts deployed by local authorities in the implementation of sustainable energy policies. The Covenant is open to all cities deciding to join, including those outside the European Union. Covenant of Mayors signatory towns and cities formally commit themselves to go beyond the objectives of EU energy policy in terms of at least 20% reduction of greenhouse emissions through the implementation of Sustainable Energy Action Plans (SEAP), a streamlined planning tool outlining the practical measures and policies that cities will implement to achieve their objectives. A SEAP must be elaborated and submitted within one year after approval and signature of the Covenant by the city councils. Covenant cities also commit to submit monitoring reports every two years from the submission of the SEAP, informing about the degree of implementation of the programme and interim results.

As of December 2013, about 5 424 cities from more than 40 countries have signed up to the Covenant of Mayors. This includes 69 signatories from Eastern Partnership (EaP) countries out of which 19 already submitted their SEAPs and the majority of others are expected to have done so by the beginning of 2014.

This specific grant scheme aims to support the local authorities in Eastern Partnership countries in implementing their Sustainable Action Plans (SEAPs) under the Covenant of Mayors, in particular by developing pilot projects in line with these SEAPs.

As most local authorities in the EaP region lack experience in design of sustainable energy projects, a supporting mechanism will be established to help them prepare projects in a way that ensures the greatest impact and sustainability. This technical assistance component is part of the bigger Covenant of Mayors programme called Regional Programme in the Neighbourhood for Sustainable Urban Demonstration Projects (SUDeP). The SUDeP programme will be implemented through four major components and will cover both ENP regions East and ENP South. The eastern component will mainly support the effective implementation of Sustainable Energy Action Plans (SEAP) under the Covenant of Mayors, being a key priority under the Energy Security Platform of the Eastern Partnership (EaP). The four components for the ENP East are the following:

1. Demonstration projects enabling local authorities in the ENP partner countries to implement measures incorporated in their SEAPs or in similar local action plans targeting sustainable urban development.
2. A Supporting mechanism strengthening the capacity of municipalities to develop demonstration projects and ensuring the visibility and dissemination of results.
3. A Municipal Finance Facility which will be implemented with the involvement of the international finance institutions (IFI) (such as EIB, EBRD, KfW), will support project preparation to improve the bankability of the investments, project implementation, and could also involve a blending mechanism.
4. Scientific and technical support, from the Joint Research Centre (JRC) of the European Commission for the monitoring of the implementation and results of the SEAPs. This will build on existing collaboration between the JRC and the branches of the Covenant of Mayors Secretariat in the EaP countries.

The present Call for Proposals covers the Demonstration projects to be implemented under component 1 above. General technical assistance through the supporting mechanism will be provided to help the project applicants under this SUDeP Call for Proposals to prepare high-quality, realistic project proposals and in a later stage with the implementation of their projects.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to enable local authorities in the Eastern Partnership countries to implement pilot projects incorporated in their Sustainable Energy Action Plans (SEAPs) under the Covenant of Mayors and thus bridge the gap between the SEAPs and their practical implementation.

The programme should help local authorities in Eastern Partnership countries to address local sustainable energy challenges (such as dependency on fossil fuels, security of energy supply, energy efficiency and renewable energy, greening local transport, waste and waste-water management, etc.) and should also contribute to making national authorities more aware of, and responsive to, the advantages of stronger involvement of local authorities in policy domains that have a direct impact on them.

The **specific objectives** of this Call for Proposals are the following:

- Energy saved;
- Improvement of energy efficiency;
- Reduction of CO₂ emissions;
- Increase in the renewable energy production.

The Applicants shall address at least one of the above mentioned specific objectives in their application.

Priorities

- The EU seeks to finance projects that are **replicable** in the country or in the Eastern Partnership region.
- EU grants provided under this call shall **bridge the financial gap** preventing the projects from being implemented. It should be **additional** to existing possible funding (loan from IFIs, state allocation, etc.).
- Applicants are invited to make the best use of locally available resources (engineers, energy auditors, construction companies, etc.) and also of locally available renewable energy sources.
- The EU will prioritise applications that show a genuine **demonstration effect**, based on the implementation of best practices and including a communication package to disseminate the information on the results achieved.

Expected results

- Energy saved annually thanks to the project, in percentage and gross figure;
- Increased share of renewable energy in the total final energy consumption of the municipality;
- Increased quality of municipal services;
- Awareness of the city dwellers has raised;
- Increased capacity of the local authorities to implement sustainable energy projects;
- Contribution of the project to meet the Covenant of Mayors targets.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is € 12.25 million. The Contracting Authority reserves the right not to award all available funds.

The call for proposals is split in two lots:

- **Lot 1:** The first lot targets projects **in Ukraine only. Actions co-financed under this lot shall be implemented in municipalities having a population of up to 200 000 inhabitants.** The indicative allocated amount for lot one is **€6** million.

- **Lot 2:** The second lot targets **projects in Armenia, Azerbaijan, Belarus, Georgia and Moldova**. The indicative allocated amount for lot two is **€6.25** million.

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 another lot.

Size of grants

Any grant requested under this Call for Proposals must fall between the following amounts:

- Minimum Amount: €400,000
- Maximum Amount: €1,500,000

Any grant requested under this Call for Proposals can cover **up to 80%** of the total eligible costs of the action (see also Section 2.1.5). However, the Applicant should note that 80% constitutes a maximum value, and that the beneficiary municipalities are encouraged to increase their co-financing.

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget.

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 to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **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 applicant and its co-applicant(s) are hereinafter jointly referred as the "applicants"**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the 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. applicant and co-applicant(s))
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Applicant

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

- be legal persons **and**
- be specific types of organisations such as: non state actors, public sector operators, local authorities **and**
- be established¹ in one of the countries of the Eastern Partnership **and**
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary; **and**

For Lot 1:

If the applicant is a Local Authority, it shall be a signatory of the Covenant of Mayors that has already prepared a draft Sustainable Energy Action Plan. Only actions implemented in municipalities having a population of maximum 200 000 inhabitants are eligible under lot 1.

For Lot 2:

If the applicant is a Local Authority, it shall be a signatory of the Covenant of Mayors at the latest on the 1st of July 2014.

For all lots:

Covenant supporters and territorial coordinators are also eligible applicants. Involvement of Associations of Local Authorities will be appreciated. Eligible local authorities can jointly apply.

In the case the applicant is not a Local Authority, one of the co-applicant shall be one, and shall be a signatory of the Covenant of Mayors at the latest on the 1st of July 2014.

- (2) The potential applicant may not participate in calls for proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In Part A, section 3 of the grant application form ('Declaration by the applicant'), the applicant must declare that the applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The applicant may act individually or with co-applicant(s) as specified hereafter.

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

Co-applicant(s): This paragraph applies to both lots.

Applicants may act individually or in consortium with a maximum of four co-applicants (i.e. a consortium can include a maximum of five entities), unless duly justified.

The applications from consortia that include local Non State Actors (NSA) or local Municipal Companies are welcome, especially when these NSA are active in a sphere covered by the Covenant of Mayors in the city where the action will take place. In this vein, Home Owners Associations (HOAs) or Associations of HOAs are welcome to participate to the project.

1 To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

The evaluation committee will pay particular attention to these aspects described above, which will be reflected in the score that will be given in section 1.1 of the concept note evaluation grid. However, it is recommended not to involve more co-applicants than is allowed. Co-applicants must be carefully chosen and play an active role in the actions proposed.

Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself.

Co-applicant(s) must sign the Mandate in Part B section 4 of the grant application form.

If awarded the Grant contract, the co-applicant(s) (if any) will become beneficiaries in the Action (together with the Coordinator)

2.1.2. *Affiliated entities*

Affiliated entity(ies)

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

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

- (i) Entities together forming one entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting entity may apply as an applicant or co-applicant whereas the other entities as its affiliated entity(ies).
- (ii) Entities having a link with the applicants, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the 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 respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).

Affiliated entity(ies) must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

2.1.3. *Associates and Contractors*

The following entities are not applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations (e.g. international organisations) 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 Part B section 6 — ‘Associates of the Applicant participating in the Action’ — of the Grant Application Form.

- Contractors

The grant 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.

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

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not exceed 48 months.

Sectors or themes

The sector addressed in this call for proposals is sustainable energy in municipalities.

Location

Actions must take place in signatory cities of the Covenant of Mayors in one of the following countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine.

Types of action

Any action directly related to achieving the targets of the Covenant of Mayors and especially related to **the effective implementation of the Sustainable Energy Action Plan**.

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 concerned only with payment of fees to staff.

Types of activity

Eligible activities under this call for proposals shall be part of the SEAP and related to the concrete implementation of actions in line with the SEAP, as for example:

- energy saving measures in public or residential buildings;
- improvement energy efficiency of municipal utilities;
- replacement of fossil fuel by renewable energy;
- energy efficiency measures in street lighting
- information systems to monitor & control energy consumption, air quality, etc.;
- improving quality of services for solid waste management, wastewater treatment;
- energy saving measures in public transport and encouraging "green" transport.

Particular attention will be paid during the assessment of the Applications to the demonstration effect of the proposed activities as well as to their replicability in other cities in the Eastern Partnership region.

Applicants should document projects with a clear estimation of the costs and benefits (in terms of energy and financial savings, CO2 reduced, etc.). The applicants should define which indicator(s) will be used to evaluate the benefits of the projects and their overall performance, and they should provide indication on how they will monitor these parameters during and after project realisation (e.g. energy metering etc).

The applicants should also indicate what concrete measure they intend to take in order to make the project visible and replicable. In this area, they will be expected to liaise with the contractor identified that is in charge of the support mechanism. Activities under this area include (but are not limited to, organisation of site visits, open days, publication of technical sheet with project data, etc.) Please, see paragraph dedicated to visibility rules below.

The applicants are encouraged to use the services of a professional Engineer to prepare and supervise the action.

It is strongly recommended to go through the steps here below that will be followed during the implementation of the projects (and will be considered as eligible costs of the Action):

- Establishment of a baseline energy consumption and collection of all the relevant data to the project;
- Performing an energy audit when relevant;
- Setting up logical frameworks, work plans, indicators of performance and expenditure forecasts for the project;
- Preparation of technical tender documents;
- Tendering²;
- Supervision, monitoring and follow-up of works;
- Acceptance of the works;
- Quality control;
- Collecting project results and comparing them to the performance indicators;
- Organising visibility events related to the project, in particular during the EU Sustainable Energy Week.

For all projects, applicants are invited to address the following aspects in their applications:

- Explain the potential of replication of the project;
- Explain in which manner the action is innovative for the region and not "business as usual";
- Use of grants: explain how the grant allows the municipality to bridge a financial gap.

Financial support to third parties

Applicants may not propose financial support to third parties.

Visibility

² Grant applicants are advised to familiarize themselves with EU procurement rules already at this stage in order to identify potential difficulties. EU procurement rules are included in this tender dossier under Annex G Standard Grant Contract – Annex IV and will become part of the contract to be signed with the beneficiary.

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/work/visibility/index_en.htm).

Number of applications and grants per applicants

The applicant may submit more than one application(s) per lot under this Call for Proposals.

The applicant may not be awarded more than one grant(s) per lot under this Call for Proposals.

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

A co-applicant may not submit more than 3 application(s) under this Call for Proposals.

A co-applicant may not be awarded more than 1 grant(s) under this Call for Proposals.

A co-applicant may be the applicant or an affiliated entity in another application at the same time.

The affiliated entity(ies) may take part in more than one application.

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

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

Simplified cost options may take the form of:

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

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

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

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

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.;

- clearly explain the formulas for calculation of the final eligible amount³;
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies)).

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

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

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the 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 applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the 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).

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 applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs.

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

Ineligible costs

3 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.

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local Beneficiary(ies), at the latest at the end of the action;
- currency exchange losses;
- credit to third parties.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is obligatory:

- **Phase 1, concept note:** Registration in PADOR is obligatory for all applicants.

Registration is optional though strongly recommended for:

- co-applicant(s) and affiliated entity(ies).
- **Phase 2, full proposal:** Registration in PADOR is obligatory for all pre-selected applicant, co-applicant(s) and all their affiliated entity(ies).

PADOR is an on-line database in which organisations register and update their data regularly, through the EuropeAid website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting to register your organisation in PADOR, please read the ‘Quick guide’ on the website. It explains the registration process.

It is strongly recommended to register in PADOR when you start drafting your proposal and not to wait until just before the deadline of submission.

On the paper version of the proposal you must give your EuropeAid ID (EID). To get this ID, your organisation must enter PADOR to register, save and ‘sign’ certain obligatory data (the fields shown in orange on each screen) and the related documents (see section 2.4).

However, if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicants and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the ‘PADOR off-line form⁴’ attached to these Guidelines and send it by the submission deadline, together with the application, to the address indicated in sections 2.2.2 and 2.2.6. The registration in PADOR will then be carried out by the European Commission service in charge of the CfP. If, at a later stage, the organisation wishes to update its data itself, it will have to send an access request to the PADOR helpdesk.

All questions related to registration in PADOR should be addressed to the PADOR helpdesk at: Europeaid-pador@ec.europa.eu.

Restricted Call for Proposals

4 Which corresponds to Sections 3 and 4 of Part B of the application form.

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.

In the Concept Note, applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority and an indicative percentage of that contribution in relation to the total amount of the Action. Only the applicant invited to submit a full application in the second phase will be required to present a detailed budget. The elements outlined in the Concept Note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. 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. Own contributions by the applicants can be replaced by other donors' contributions at any time.

Any error or major discrepancy related to the points listed in the Concept Note instructions may lead to the rejection of the Concept Note.

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

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2. *Where and how to send Concept Notes*

The Concept Note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in **one original** and **three copies** in A4 size, **each bound**.

An electronic version of the Concept Note must also be submitted. A CD-Rom with the Concept Note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed.

Where applicants send several different Concept Notes (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the **lot number and title, the full name and address of the applicant**, and the words 'Not to be opened before the opening session' and "*ne pas ouvrir avant la séance d'ouverture des offres*".

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

Postal address

European Commission
Directorate-General for Development and Cooperation - EuropeAid
Unit DEVCO F5 (Finance, Contracts, Audit) – Office J-54 4/252
Avenue du Bourget 1
B-1049 Brussels
Belgium

Address for hand delivery or by private courier service

European Commission
Directorate-General for Development and Cooperation - EuropeAid

Unit DEVCO F5 (Finance, Contracts, Audit) – Office J-54 4/252
Avenue du Bourget 1
B-1049 Brussels
Belgium
From 08:00 to 17:00 from Monday to Thursday
From 08:00 to 16:00 on Friday
Closed on Saturdays, Sundays and Commission holidays

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

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.

2.2.3. *Deadline for submission of Concept Notes*

The deadline for the submission of Concept Notes is 21 March 2014 as 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 Brussels time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may 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*

An information session organized by external consultants on this Call for Proposals will be held in each of the following countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. The tentative dates are set for the second half of January 2014. Definite dates and other organizational details will be announced in the DEVCO website in due course.

Questions may be sent by e-mail [or by fax] no later than 21 days before the deadline for the submission of concept notes to the address(es) below, **indicating clearly the reference of the Call for Proposals:**

E-mail address: EuropeAid-ENPI-EAST-TENDERS@ec.europa.eu

Fax: +32 2 2979501

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 applicants, or affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with answers and other important notices in the course of the evaluation procedure, will be published on the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, as 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 PADOR registration should be addressed to the PADOR help desk:

Europeaid-pador@ec.europa.eu

2.2.5. *Full Application forms*

An applicant invited to submit a full application form following pre-selection of their Concept Note must do so using Part B of the application form annexed to these Guidelines (Annex A). Applicants should then keep strictly to the format of the application form and fill in the paragraphs and pages in order.

The elements outlined in the Concept Note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20 %, although 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.

Applicants must submit their applications in the same language as their Concept Note.

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 (Part B, Section 7 of the Grant Application form) or any major inconsistency in the full application form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when 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. **No supplementary annexes should be sent.**

2.2.6. Where and how to send Full Application forms

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

Postal address

European Commission
Directorate-General for Development and Cooperation - EuropeAid
Unit DEVCO F5 (Finance, Contracts, Audit) – Office J-54 4/252
Avenue du Bourget 1
B-1049 Brussels
Belgium

Address for hand delivery or by private courier service

European Commission
Directorate-General for Development and Cooperation - EuropeAid
Unit DEVCO F5 (Finance, Contracts, Audit) – Office J-54 4/252
Avenue du Bourget 1
B-1049 Brussels
Belgium
From 08:00 to 17:00 from Monday to Thursday
From 08:00 to 16:00 on Friday
Closed on Saturdays, Sundays and Commission holidays

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

Applications must be submitted in **one original** and **three copies** in A4 size, **each bound**. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a

separate and single file (i.e. the full application form must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version.

The Checklist (Section 7 of Part B of the grant application form) and the Declaration by the applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope)

Where applicants send several different applications (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer 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 applicant**, and the words 'Not to be opened before the opening session' and "*ne pas ouvrir avant la séance d'ouverture des offres*".

Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. *Deadline for submission of Full Application forms*

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been pre-selected.

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

2.2.8. *Further information about Full Application forms*

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications to the addresses listed below, **indicating clearly the reference of the Call for Proposals**:

E-mail address: EuropeAid-ENPI-EAST-TENDERS@ec.europa.eu

Fax: +32 2 2979501

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

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

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of 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 <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

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 actions submitted by applicants 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 paragraph 2.1, the application will be rejected on this sole basis.

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

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist Section 2 of Part A of the grant application form). 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 the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note 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 the Concept Note, which can be found in Part A of the Application Form.

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.

Scores

1. Relevance of the action	Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2**	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?***	5x2**	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
2. Design of the action	Sub-score	20
2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

TOTAL SCORE 50

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

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

***as in the context of this Call for Proposals we are targeting local authorities, this evaluation criterion will be scored on the relevance of the concept note to the particular needs and constraints in the targetted local authority.

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

First, 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 or less than 200% 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.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have

been allocated, whether the Concept Note was evaluated and the results of that evaluation. The pre-selected applicants will subsequently be invited to submit full applications.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section 7 of Part B of the grant application form). 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 quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), 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 applicant's financial capacity and to ensure 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;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, 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.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection of sections 1 of the evaluation grid will be assessed on whether the criteria has been fulfilled or not. Each subsection of sections 2, 3, 4 and 5 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	
1. Financial and operational capacity	Yes/No
1.1 Do the applicants and, if applicable, affiliated entity(ies) have sufficient experience of project management?	
1.2 Do the applicants and, if applicable, affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	
1.3 Do the applicants and, if applicable, affiliated entity(ies) have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)	
1.4 Does the applicant have stable and sufficient sources of finance?	

	Maximum Score
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action clearly defined?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	80

Note on Section 1. Financial and operational capacity:

If the answer is negative to one or more of the criteria, the application will be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should 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, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 8 of Part B 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 application on that sole basis.
- The eligibility of applicants, the affiliated entities(ies), and the action 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 in the reserve list that falls within the available financial envelope.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

An applicant that 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 applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies)⁵:

Supporting documents may be provided through PADOR, see Section 2.2

1. The statutes or articles of association of the applicant, (if any) of each co-applicant(s) and (if any) of each affiliated entity(ies)⁶. Where the Contracting Authority has recognised the 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 meantime⁷. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission.
2. An external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available where the total amount of the grant exceeds €750 000 (€100 000 for an operating grant). The external audit report is not required from (if any) the co-applicant(s).

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

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

6 Where the 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.

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

Regulation, as described in Chapter 6 of the Practical Guide to contract procedures for EU external actions.

3. A copy of the 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)⁸. A copy of the latest account is not required from (if any) the co-applicant(s).
4. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants (i.e. by the applicant and (if any) by each co-applicant(s), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the Contracting Authority, instead of the legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
5. A financial identification form of the applicant (not from co-applicant(s)) conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the applicant is established. If the applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. **However, the Legal entity sheet and the financial identification form must always be submitted in original.**

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 applicant(s)'s eligibility, must be attached and will prevail 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 applicants' eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the 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.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. *Content of the decision*

The applicant will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

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.

2.5.2. *Indicative timetable*

⁸ 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.

	DATE	TIME*
Information session	Second half of January 2014	To be confirmed
Deadline for requesting any clarifications from the Contracting Authority	1 March 2014	17:00 hours Brussels time
Last date on which clarifications are issued by the Contracting Authority	10 March 2014	-
Deadline for submission of Concept Notes	21 March 2014	16:00 hours Brussels time
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	End of March 2014*	-
Invitations to submit Full Application Form]	End of March 2014*	-
Deadline for submission of Full Application Form]	< Date min 45 days after invitation>*	-
Information to applicants on the evaluation of the Full Application Form (Step 2)⁹	June 2014*	-
Notification of award (after the eligibility check) (Step 3)	July 2014*	-
Contract signature¹⁰	September 2014*	-

***Provisional date.** All times are in the time zone of the country of the Contracting Authority.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site

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

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

9 Note that according to the financial regulation, notifications to the applicant on the outcome of the evaluation of their applications must take place within 6 months following the submission deadline of the full application, save in exceptional cases, in particular for complex actions, large number of proposals or where there have been delays attributable to the applicants where this limit may be exceeded. Multi-beneficiary calls can be considered as complex actions calls and therefore may benefit from an exemption to the 6 month rule. The 6 months rule only applies in case of direct centralized management.

10 Note that according to the financial regulation, the signing of a grant contract with the applicant must take place within 3 months from when it was notified the decision to award a contract. However, in exceptional circumstance, in particular for complex actions launched for large number of proposals or where there have been delays attributable to the applicants (or their applications) this limit may be exceeded. The 3 months rule only applies in case of direct centralised management.

Following the decision to award a grant, the Beneficiary(ies) will be offered a contract based on the Contracting Authority's 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.

Implementation contracts

Where implementation of the action requires the Beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the standard grant contract.

2.7. EARLY WARNING SYSTEM AND CENTRAL EXCLUSION DATABASE

The applicants and, if they are legal entities, the persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p.125) or
- Commission Regulation of 17.12.2008 on the Central Exclusion Database (CED) (OJ L344, 20.12.2008, p.12),

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 EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a grant agreement or decision.]

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)¹¹

Annex D: Legal Entity Sheet¹²

Annex E: Financial identification form

Annex F: PADOR off Line Form¹³

DOCUMENTS FOR INFORMATION

Annex G: Standard Grant Contract

11 Optional where the total amount of the grants to be awarded under the Call for Proposals is €100 000 or less.

12 Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.

13 http://ec.europa.eu/europeaid/work/onlineservices/pador/dispensation_en.htm. Only applicable in centralised calls where PADOR used.

- Annex II: General conditions applicable to European Union-financed grant contracts for external actions
- Annex IV: contract award procedures
- Annex V: standard request for payment
- Annex VI: model narrative and financial report
- Annex VII: model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external action
- Annex VIII: model financial guarantee
- Annex IX: standard template for transfer of ownership of assets

Annex H: Daily allowance rates (Per diem), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

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

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

Project Cycle Management Guidelines

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm