



Contracting Authority: European Commission

Investing in People

**Supporting culture as a vector of democracy and
economic growth**

Restricted Call for Proposals

Guidelines for grant applicants

Budget line 21 05 01 03

Reference: EuropeAid/133529/C/ACT/Multi

**Deadline for submission of Concept Notes: 18 December 2012 at
16:00 hrs (Brussels date and time)**

NOTICE

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

IMPORTANT

Even though the verification of eligibility is foreseen to be carried out only for the provisionally selected applicants at the end of the procedure, the Evaluation Committee may decide to verify this point at any previous step of the procedure. In that respect, any proposal found to be non-compliant with all the mandatory conditions set in these guidelines can be automatically rejected on that sole basis, at any stage of the procedure and without any prior notice nor clarification request. Applicants are therefore strongly advised to fill in thoroughly the "Check List for Concept Note" (Annex A, Part A, section III), the "Checklist for the Full Application form" (Annex A, Part B, section VI) and the first two pages of the application form where most of the prerequisites are listed. Any missing supporting document or any incoherence between the declarations and the supporting documents may lead to the rejection of the proposal on that sole basis.

No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In any such case, the applicant must clearly indicate the requested change and justify the request in Part B, Section VI of the Grant Application Form. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid by the Evaluation Committee, the proposal may be rejected on that sole basis.

A functional mailbox specifically dedicated to this call has been set up. It shall be used exclusively for the purpose explained in paragraph 2.2 of these guidelines i.e. submission of the Concept Notes, clarification requests within the set deadline, submission of the Full Application and in case the applicant does not receive the confirmation of reception on the date announced in the indicative calendar (as explained in section 2.2.3). No other functional mailbox (such as, for example, EuropeAid-GlobalCalls@ec.europa.eu) will be used. The Contracting Authority reserves the right to close this mail box without prior notice once this call for proposals is closed and not to reply to requests which do not fall under one of the afore-mentioned categories. In particular, neither information regarding the indicative time table nor the content of the decision will be given through this mailbox. In that respect, applicants are requested to follow the instructions given in sections 2.5.1 and 2.5.2 of these guidelines.

Table of contents

1. INVESTING IN PEOPLE – SUPPORTING CULTURE AS A VECTOR OF DEMOCRACY AND ECONOMIC GROWTH	4
1.1 Background.....	4
1.2 Objectives of the programme and priority issues	5
1.3 Financial allocation provided by the contracting authority	9
2. RULES FOR THIS CALL FOR PROPOSALS	10
2.1 Eligibility criteria.....	10
2.1.1 Eligibility of applicants: who may apply?.....	10
2.1.2 Partnerships and eligibility of partners.....	12
2.1.3 Eligible actions: actions for which an application may be made.....	13
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant	14
2.2 how to apply and the procedures to follow.....	15
2.2.1 Concept Note content	16
2.2.2 Where and how to send concept notes	17
2.2.3 Deadline for submission of the Concept Notes	17
2.2.4 Further information for Concept Note.....	17
2.2.5 Full Application form.....	18
2.2.6 Where and how to send the Full Application form	18
2.2.7 Deadline for submission of the Full Application form.....	19
2.2.8 Further information for the Full Application form.....	19
2.3 Evaluation and selection of applications	20
2.4 Submission of supporting documents for provisionally selected applications	23
2.5 Notification of the Contracting Authority's decision	25
2.5.1 Content of the decision	25
2.5.2 Indicative time table	26
2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant	26
2.7 Early warning system and central exclusion database.....	27
3. LIST OF ANNEXES	28

1. INVESTING IN PEOPLE – SUPPORTING CULTURE AS A VECTOR OF DEMOCRACY AND ECONOMIC GROWTH

1.1 BACKGROUND

The thematic programme ‘Investing in People’ pursues a broad approach to development and poverty reduction, with the general aim of improving human and social development levels in partner countries in accordance with the United Nations Millennium Declaration and the Millennium Development Goals (MDGs). It is based on Article 12 of the Development Cooperation Instrument (DCI)¹, and is detailed in the *Strategy Paper for the Thematic Programme 2007-2013*². A component of the fourth theme of the programme — ‘Other aspects of human and social development’ — is dedicated to promoting access to local culture and to protecting and promoting cultural diversity. Under this theme, the programme promotes intercultural dialogue, cultural diversity and respect for the equal dignity of all cultures, and supports the cultural sector as a promising economic instrument for sustainable development and growth.

The *Mid-term review of the Strategy Paper* adopted on 5 November 2010³ confirmed the strategic orientation of the programme and prioritises for the period 2011-13 the role of cultural expressions in promoting intercultural dialogue and socio-economic development, with particular emphasis on building capacities and strengthening governance of the cultural sector in partner countries.

Over the years, culture has been an integral part of the EU policy framework in the area of human development, as enshrined in the European Consensus on Development⁴. The Communication on a European agenda for culture in a globalising world⁵ highlights the role of culture in building bridges across countries and regions as well as being an important instrument for sustainable development.

The 2005 UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions (2005 UNESCO Convention), to which the EU is a Party, established for the first time a pillar of global governance in cultural matters, while reaffirming principles that already formed part of the EU’s development cooperation policy.

The consensus of the international community with regard to the contribution that culture can make to sustainable human, social and economic development was reinforced by the United Nations resolution of November 2010 on culture and development.⁶ Progress has been made since the 2005 UNESCO Convention and the EU’s approach to culture and development has been further reinforced with explicit recognition of the contribution of culture to the Millennium Development Goals, in the outcome document of the 2010 MDG summit.⁷

¹ Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation (OJ L 378, 27.12.2006, p. 41): <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:2006R1905:20111231:EN:PDF>

² http://ec.europa.eu/development/icenter/repository/how_we_do_strategy_paper_en.pdf

³ http://ec.europa.eu/development/icenter/repository/investing_people_mid-term_review.pdf

⁴ Joint Statement by The Council and the representatives of the Government of the Member States within the Council, the European Parliament and the Commission on European Union Development Policy: " The European Consensus", adopted by the General Affairs and External Relations Council on 22 November 2005 (OJ C 46, 24.2.2006, p. 1): <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2006:046:0001:0019:EN:PDF> .

⁵ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions on a European agenda for culture in a globalizing world (COM(2007) 242 final): <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2007:0242:FIN:EN:PDF>

⁶ http://www.unesco.org/culture/pdf/text_unga_resolution_culture_%20and_development_en.pdf

⁷ http://www.unesco.org/culture/pdf/outcome_document_%20mdg_%20summit_ny_%20sept_%202010_en.pdf .

Lending support to these general lines of action, the European Parliament passed a resolution on 12 May 2011 on the cultural dimension of the EU's external action.

In 2011 the European Commission's Communication 'Increasing the impact of EU Development Policy: an Agenda for Change' set out a renewed development cooperation policy for the coming years, aiming at a more strategic approach to reducing poverty, including more targeted allocation of funding. For that purpose, EU assistance should prioritise two key areas: 1) Human rights, democracy and other key elements of good governance, and 2) Inclusive and sustainable growth for human development.

Though not singled out among core priority sectors of the renewed development cooperation policy, culture has an important role to play as a lever for human and social development as well as for democratic change.

The present call for proposals is therefore intended to – on the one hand – promote intercultural dialogue, human rights and the diversity of cultural expressions, in the context of democratisation, reconciliation and conflict resolution, and on the other hand to reinforce professionalization and capacity building in the cultural sector, while ensuring complementarity with geographic programmes.

For the period 2007-2010, the objectives of the thematic programme 'Investing in People' have been implemented mainly through support to cultural actors across the partner regions, promoting access to local culture, fostering cultural diversity and supporting capacity-building. Past experience with the programme shows a limited capacity to respond to high demand on a variety of areas and the need to increase impact and effectiveness of actions at national level. Thematic support to the cultural sector should focus more on areas with higher potential for job creation, economic impact and sustainable development.

Moreover, to ensure complementarity with geographic programmes, thematic support should take due account of support programmes running in parallel, in particular at regional level.

Cultural cooperation is an important aspect of the EU's partnership with African, Caribbean and Pacific (ACP) countries, established in the Cotonou Agreement, and is a component of the Africa-EU Joint Strategy. Along with bilateral cooperation programmes, the EU-ACP Programme for Cultural Sectors 'ACP Cultures+' (EUR 30 million for the period 2011-2018) supports the creation and production of goods and services in all cultural sectors, including the film industry; better access to local, regional, intra-ACP, European and international markets; capacity-building of cultural stakeholders, operators and entrepreneurs; and an improved legal environment for culture in the ACP States. The second call for proposals under the programme is currently open, with a deadline for the submission of proposals set on 20th December 2012⁸.

Culture has also been a central component of the EU's partnership with the Mediterranean region since the Barcelona Process in 1995. The European Neighbourhood Partnership Instrument (ENPI) gave continuity to regional programmes such as Euromed Heritage (EUR 13.5 million for Euromed Heritage IV:) or Euromed Audiovisual (EUR 12 million for Euromed Audiovisual III), among other bilateral or regional initiatives. A new regional programme 'Media and Culture for Development in the Southern Mediterranean' is under preparation (EUR 17 million for 2012-2013), with the aim to reinforce the role of culture and media as vectors of democratisation and economic development. A new 'Regional Private Sector Development Programme' is also planned, including a specific component to foster entrepreneurial cooperation in the cultural and creative industries.

The Eastern Partnership Culture programme (EUR 12 million for 2011-2015) assists the countries of the Eastern Partnership region in their cultural policy reform at government level, as well as in building capacities and improving the professionalism of cultural operators.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to support culture as a vector of democratisation, diversity and socio-economic development.

⁸ EuropeAid/133395/D/ACT/Multi, available at: http://ec.europa.eu/europeaid/work/funding/index_en.htm (reference: 133395)

Culture (and the term ‘cultural sector’) is understood to have a broad meaning in line with the working definition provided in the study ‘Economy of Culture in Europe’⁹ and the Green Paper of the European Commission ‘Unlocking the potential of cultural and creative industries’.¹⁰ In this context, culture encompasses expressions, activities, goods and services in relation to:

- Core arts sectors: performing arts, visual arts, cultural and architectural heritage and literature;
- Cultural industries: those industries producing and distributing goods and services, which when considered from the point of view of their specific attributes, use or purpose, embody or convey cultural expressions, irrespective of the commercial value they may have (i.e. film, DVD and video, television and radio, video games, new media, music, books and press);
- Creative industries: those industries using culture as an input but whose outputs are mainly functional (i.e. architecture, graphic design, fashion, advertising).

Cultural actors encompass all types of organisations and individuals working in the field of culture as defined above.

The call for proposals is divided into two lots, corresponding to two different specific objectives, as follows:

Lot 1: Encourage cultural expressions which promote diversity, intercultural dialogue and human and cultural rights, in the context of reconciliation, conflict resolution and democratisation

Lot 2: Strengthen capacities of cultural actors for the development of a dynamic cultural sector contributing to economic growth and sustainable development

Applications must concern exclusively one of the lots.

Actions under both Lot 1 and Lot 2 can be implemented at different levels, which may involve strengthening the political, normative, legal and economic environment; building capacities of public bodies and non-state actors; supporting specific pilot initiatives; or combining several of these levels. Actions combining several of the afore-mentioned levels would be considered to have added value.

Lot 1: Encourage cultural expressions which promote diversity, intercultural dialogue and human and cultural rights, in the context of reconciliation, conflict resolution and democratisation

Types of action

Types of action which may be financed under Lot 1:

- raising awareness and building capacity of cultural actors, media and civil society in promoting human rights, intercultural dialogue and anti-discriminatory attitudes/practices, in the context of reconciliation, conflict resolution and democratisation;
- stimulating cooperation between cultural actors, media, education professionals and civil society organisations active in promoting democracy and human rights, for the development and dissemination of diverse cultural content relevant to national and regional contexts;
- encouraging cultural expressions which promote human rights and fight all kinds of discrimination (on ethnic, gender, religious grounds, etc.);
- supporting cultural initiatives contributing to reconciliation and the peaceful resolution of conflicts, in the context of inter-ethnic or inter-religious tensions and conflicts at national or regional level;

⁹ Undertaken for the European Commission in 2006 and available at: http://ec.europa.eu/culture/key-documents/doc873_en.htm

¹⁰ COM(2010) 183, available at: http://ec.europa.eu/culture/documents/greenpaper_creative_industries_en.pdf

- supporting cultural initiatives which promote freedom of expression, including for minorities and marginalised populations, in the context of democratisation processes;
- supporting media initiatives and innovative dissemination tools that integrate cultural content promoting human rights and intercultural dialogue, in the context of reconciliation, conflict resolution and democratisation;
- supporting participation of civil society in processes of cultural governance at local, national, regional and interregional levels and promoting inclusive cultural policies in respect of cultural diversity.

Target groups include cultural actors (such as policy-makers, artists and cultural workers), media, education professionals and civil society.

Priorities

Under Lot 1, priority will be given to actions that:

- a) Target geographical areas, countries or regions in critical situations regarding democratisation or good governance, intercultural tensions and discriminatory practices, including on ethnic and religious grounds, as well as countries/regions in conflict or post-conflict. Such situations need to be clearly identified and duly substantiated in the application;
- b) In addition, priority will be given to proposals submitted by applicants established in the beneficiary countries, so as to promote ownership and strong local leadership.

Expected results under Lot 1:

- cultural actors, media and civil society are more aware of the role of culture in promoting democratisation, reconciliation and conflict resolution, and have built capacities to develop relevant strategies and actions;
- cooperation between cultural actors, media, education professionals and civil society active in promoting human rights and democracy increases;
- cultural content promoting democratisation, reconciliation and conflict resolution, relevant to national and regional contexts is developed and disseminated and its role is enhanced;
- channels for cultural exchanges are established or developed, including for minorities and isolated or marginalised populations and countries;
- outreach of cultural expressions contributing to democratisation, reconciliation and conflict resolution increases;
- diversity and level of participation of civil society in cultural governance processes is enhanced.

This list is not exhaustive.

Lot 2: Strengthen capacities of cultural actors for the development of a dynamic cultural sector contributing to economic growth and sustainable development

Types of action

Types of action which may be financed under Lot 2:

- creating an enabling environment for creativity, innovation, professionalisation and entrepreneurship in the cultural sector;
- supporting the structuring and strengthening of professional associations and networks;
- improving capacities for technical and vocational training to create stronger links with the private sector, in order to increase employability of beneficiaries;

- enhancing skills and competence of cultural actors involved in the creation, production, distribution, marketing and management of cultural goods and services;
- assisting cultural actors in improving the distribution and marketing of cultural goods and services responding to local or regional demand, and creating adequate conditions for their circulation and access to national, regional and international markets;
- assisting cultural actors in mastering information and communication skills and technology, including new media;
- supporting transfer of knowledge, exchange of expertise and best practices among cultural actors.

Proposals need to clearly identify expected results in terms of improving socio-economic status of target groups at national or regional level, e. g. improving qualifications, creating jobs and business opportunities, developing local/regional markets, etc. Particular attention is also to be paid to long-term strategies ensuring sustainability beyond the lifetime of the actions, with the involvement of local communities. In that respect, monitoring and evaluation activities and methodology should be clearly defined at the outset.

Moreover, the promotion or consolidation of innovative public/private partnerships is considered an added value.

It is also to be noted that actions must concern capacity-building activities and **not** the organisation of cultural or artistic activities (such as festivals or artistic events).

Target groups include different categories of cultural actors, such as policy-makers, artists and cultural workers in general (including technicians, managers and professionals involved in production, promotion and distribution), entrepreneurs, etc., as well as other stakeholders involved in the cultural sector, including relevant public bodies, civil society organisations or private entities.

Priorities

Under Lot 2, priority will be given to actions that:

- a) Demonstrate a direct link to sustainable income generation and employment opportunities;
- b) Demonstrate a national or regional impact, measured by either their geographical outreach or their convergence towards existing governmental policies.

However, taking into account the similar scope of the future programme 'Media and Culture for Development in the Southern Mediterranean' under ENPI, multi-country actions concerning exclusively Southern Mediterranean countries¹¹ are excluded from Lot 2.

- c) In addition, priority will be given to proposals submitted by applicants established in the beneficiary countries, so as to promote ownership and strong local leadership.

Expected results under Lot 2:

- entrepreneurship in the cultural sector is encouraged;
- public and private investment in the cultural sector increases;
- capacity and representativeness of professional associations and networks are reinforced;
- artists and cultural workers have better work conditions and their status is better recognised;
- capacity for training and professionalisation in the cultural sector is improved;

¹¹ Southern Mediterranean countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Occupied Palestinian Territory, Syria and Tunisia

- skills and competence in creating, producing, marketing and managing cultural goods and services are enhanced;
- informal activities in the cultural sector are upgraded to become more structured, effective and sustainable;
- activities in the cultural sector expand and increase income for artists and cultural workers;
- job opportunities in the cultural sector increase;
- circulation and access to market of local/regional cultural goods and services are facilitated;
- contribution of the cultural sector to local, national or regional development and economic growth increases and is better evidenced.

This list is not exhaustive.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 22 200 000. The Contracting Authority reserves the right not to award all available funds. Equally, the indicative amount could be increased should more funds become available either from the same or from a subsequent budget year.

Indicative allocation of funds by lot:

Lot 1: EUR 12 000 000

Lot 2: EUR 10 200 000

In the case where the indicative amount foreseen 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 either lot of this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 300 000
- maximum amount: EUR 1 000 000

Any grant requested under this Call for Proposals must not exceed 80 % of the total eligible costs of the action (see also Section 2.1.4).

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 the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund.

In exceptional cases, for actions falling under Lot 1 only, the grant may cover the entire eligible costs of the action if this is deemed essential to carry it out. If that is the case, the applicant must justify the request for full financing in Section II.2 of Part B of the grant application form. The validity of the justification provided will be examined during the evaluation procedure

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions, (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

The majority of terms used in the present guidelines are explained in the Glossary to the Practical Guide to contract procedures for EU external actions which can be consulted at:

<http://ec.europa.eu/europeaid/prag/annexes.do?group=A>

In addition to the Glossary, the following definitions apply:

Applicant	the organisation responsible for submitting the application
Partnership	the grouping of organisations i.e. the main applicant and its partners for the purpose of implementing the proposed action
Partner	member organisation of the partnership other than the applicant
Associate	organisation that plays an active role in the action but which cannot benefit from funding under the grant
Contractor	organisation contracted by the beneficiary or its partner(s) in accordance with the appropriate procedures in order to execute specific tasks in implementing the action
Sub-granting	financial support that may be given to third parties by the beneficiary of the European Union grant where the implementation of the action so requires, subject to the conditions laid down in the Article 120 of the Financial Regulation and the Article 184a of the Implementing Rules of the Financial Regulation ¹²

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, applicants **must**:

- be a legal person **and**
- be non profit making **and**
- belong to one of the following categories:
 - non-state actors¹³;

¹² http://ec.europa.eu/budget/documents/financial_regulation_en.htm

¹³ As defined by the article 24.2 of the Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation: the non-State, non-profit making actors eligible for financial support under this Regulation operating on an independent and accountable basis include: non-governmental

- public or para-statal bodies, local authorities and consortia¹⁴ thereof or associations representing them; **and**
 - be established in ¹⁵ :
 - an eligible beneficiary country or territory as listed in Annex F of the present Guidelines, as well as other developing countries specified in the OECD/Development Assistance Committee (OECD/DAC) list¹⁶
- or**
- an EEA Member State ¹⁷, an EU acceding country (Croatia) or an official EU candidate country (Iceland, Turkey, The Former Yugoslav Republic of Macedonia, Montenegro, Serbia).

Furthermore, for proposed actions taking place exclusively in the **least developed countries** as defined by the OECD/Development Assistance Committee (DAC)¹⁸ reciprocal access shall be granted to the members of the aforementioned Committee¹⁹; **and**

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are 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 IV and, if applicable, in part B, section VII of the Grant Application Form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

organisations, organisations representing indigenous peoples, organisations representing national and/or ethnic minorities, local traders' associations and citizens' groups, cooperatives, trade unions, organisations representing economic and social interests, organisations fighting corruption and fraud and promoting good governance, civil rights organisations and organisations combating discrimination, local organisations (including networks) involved in decentralised regional cooperation and integration, consumer organisations, women's and youth organisations, teaching, cultural, research and scientific organisations, universities, churches and religious associations and communities, the media and any non governmental associations and independent foundations, including independent political foundations, likely to contribute to the implementation of the objectives of this Regulation.

¹⁴ A formal consortium or association of local authorities may submit an application under the name of the legally constituted consortium or association. If the consortium is an informal grouping, the application must be submitted under the name of a lead local authority with the others acting as partners.

¹⁵ 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 internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or have signed a “Memorandum of Understanding”.

¹⁶ Annex II of the Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation, OJ L378, 27/12/2006, as amended by Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:270:0008:0011:EN:PDF>

¹⁷ The 27 EU Member States, Iceland, Liechtenstein and Norway.

¹⁸ Annex II of the Regulation (EC) No 1905/2006 of the European Parliament and of the Council of 18 December 2006 establishing a financing instrument for development cooperation, OJ L378, 27/12/2006, as amended by Regulation (EC) No 960/2009 of 14 October 2009, OJ L270, 15/10/2009, <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:270:0008:0011:EN:PDF>

¹⁹ Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Luxemburg, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.

Partners

Applicants must act with partner organisations as specified hereafter.

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable to the grant beneficiary. In addition to the categories referred to in section 2.1.1, the following are however also eligible as partners:

- profit-making companies, firms and other private organisations and businesses provided they make no profit from the grant;
- international intergovernmental organisations, as defined by Article 43 of the Implementing Rules of the Financial Regulation²⁰.

Partnerships

Actions under both **Lot 1 and Lot 2** must involve a partnership of at least two partners (in addition to the applicant). At least one of the partners must be established in the country where the action is to take place. For multi-country actions, the partnership must involve at least one local partner per country where the action is to take place. Any such local partner must be established in the respective country of action (see footnote 15).

The European Commission will attach particular importance to the **quality of the partnership**. In this context, the applicant should clearly demonstrate in Annex A, Part A, Section II.2.1 the expected benefits and added value of the proposed partnership.

In addition, for **Lot 1**, at least one of the local partners must have experience as a cultural actor as defined in section 1.2 of the present Guidelines. This specific experience must be clearly indicated in Annex A, Part B, Section IV.1 – Description of the Partners and will be evaluated in the full application (see below section 2.3, Section 1 of the Full Application evaluation grid).

NB.: Only organisations indicated in Annex A, Part A, Section I and in Annex A, Part B, Section IV will be taken into consideration as Partners.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other 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. The associates have to be mentioned in Part B section V - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Contractors

The grant beneficiaries have the possibility to award contracts. Contractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

²⁰ International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations. NB.: International intergovernmental organisations do not by definition have a nationality and therefore the nationality criterion does not apply to them

- Sub-grantees

The grant beneficiaries may award financial support (sub-grants) to third entities (the sub-grantees). Sub-grantees are neither partners nor associates nor contractors. Sub-grantees are subject to the nationality and origin rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

2.1.3 *Eligible actions: actions for which an application may be made*

Definition:

An action (or project) is composed of a set of activities.

Duration

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

Sectors or themes

The actions must fall exclusively under one of the two lots identified in section 1.2 above

Location

Actions must take place in one or more beneficiary countries or territories eligible under the Development Cooperation Instrument as listed in Annex F to the present guidelines.

However, for Lot 2, multi-country actions concerning exclusively the Southern Mediterranean countries²¹ **are not eligible.**

For Lot 1, priorities with regard to action location are indicated in section 1.2 above.

If duly justified by the nature of the action, certain activities may take place in other countries provided that these activities constitute only a **minor** part of the action and that they contribute **directly** to the objectives of the present call for proposals. To this end, **applicants must provide evidence that such activities add value to the action's results and include all the essential elements describing additional benefits for the main country/ies of action.**

Types of action

The types of action which may be financed under each of the two lots of this call are indicated in section 1.2 above

Sub-granting

In order to **support the achievement of the objectives of the action**, and in particular where the **implementation of the action proposed by the applicant requires financial support to be given to third parties**, the applicant **may** propose awarding sub-grants. However, sub-granting may not be the main purpose of the action and it must be duly justified.

In cases where the applicant foresees awarding sub-grants, it must specify in its application the total amount of the grant which may be used for awarding sub-grants as well as the minimum and maximum amount per sub-grant. A list with the types of activity which may be eligible for sub-grants must be included in the application, together with the criteria for the selection of the beneficiaries of these sub-grants. The maximum amount of a sub-grant is limited to EUR 10.000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100.000.

²¹ Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Occupied Palestinian Territory, Syria, Tunisia.

Visibility

The action must comply with the rules on the visibility of the EU-financing (see the Communication and Visibility Manual for EU external actions laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

Monitoring and evaluation

Actions should foresee planning, human resources, budget and any other appropriate measures for the monitoring and evaluation of the proposed action (see Annex A, Part B, Section II.1.2).

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities";
- actions supporting political parties;
- actions including proselytism;
- actions concerned only or mainly with academic research (whereas applied research activities, demonstrative or pilot actions aiming to establish an effective cooperation among academic and governmental institutions (or local authorities) may be foreseen as part of the action);
- actions with a commercial purpose such as development of printing companies, building of exhibition spaces or others similar activities.

Number of applications and grants per applicant

An applicant may submit more than one application under this Call for Proposals.

An applicant may not be awarded more than one grant under this Call for Proposals.

An applicant may at the same time be partner in one or several other applications.

Partners may take part in more than one application.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other 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. The amount of the grant and the percentage of the EU co-financing as a result of these corrections may not be increased.

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).

Note that taxes, including VAT will only be accepted as eligible costs when the Beneficiary (or, where applicable, its partners) can show it cannot reclaim them. Taxes shall in such case be included in the Budget of the Action under each heading. Information on taxes can be found in Annex J to these Guidelines.

Contingency reserve

A contingency reserve not exceeding 5% of the estimated direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. 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 the applicant is in receipt of an operating grant financed from the EU, no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

Notwithstanding the above, if the description of the action as proposed by the Beneficiary foresees contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- credit to third parties.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

For this Call for Proposals prior registration in PADOR (available at http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm) is **obligatory** both for applicants and partners, as follows:

- Phase 1, The concept note:

Registration in PADOR is obligatory for the applicants.

Registration is optional but recommended for their partners.

- #### **- Phase 2, The full proposal:**
- Registration in PADOR is obligatory for all pre-selected applicants and all their partners.

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

Before starting the registration of your organisation in PADOR, please read the "Quick guide" available on the website. It explains the registration process.

You have to indicate in the proposal the EuropeAid ID (EID). To get this identification, your organisation must register, save and "sign" (committing your responsibility) in PADOR obligatory data (on each screen the fields written in orange) and the related documents (see section 2.4).

Notwithstanding the above, if the organisation is in a situation where it is impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant and/or its partner(s). In this case, the applicant and/or the partners concerned shall complete the "PADOR off-line form" in Annex E of these Guidelines and send it by the submission deadline along with the application to the address indicated in sections 2.2.2 and 2.2.6. Subsequently, the registration in PADOR will be initiated by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request will have to be sent to the PADOR helpdesk.

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

2.2.1 *Concept Note content*

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A, Part A), taking care to use the correct application documents for this Call.

Applications submitted on application documents relating to any other call **may be rejected**.

Applicants must apply in English, French, Spanish or Portuguese, whichever is the language most commonly used by the target population in the country in which the action takes place.

In the Concept note, the applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget.

The elements assessed on the basis of the concept note may not be modified by the applicant in the full application form. No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Annex A, Part B, section VI. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid by the Evaluation Committee, the proposal may be rejected on that sole basis. The EU contribution may not vary from the initial estimate by more than 20%.

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

Clarifications will only be requested when information provided is unclear, thus preventing 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 III of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section IV of the grant application form) must be submitted exclusively **by e-mail only** to the following address:

EuropeAid-DCI-CULTURE2012@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, and the name of the applicant organisation.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Concept Note. Please note that if several Concept Notes are sent from the same e-mail address on the same day, **only one acknowledgement of receipt will be generated**.

Concept Notes sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

Applicants must verify that their Concept Note is complete using the Checklist (Part A, section III of the Grant Application Form). Incomplete Concept Notes may be rejected.

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Notes is **18 December 2012 at 16:00 hrs** (Brussels date and time).

Applicants are strongly advised **not to wait until the last day** to submit their concept notes, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The European Commission cannot be held responsible for any delay due to such afore-mentioned difficulties.

Any Concept Note sent after the deadline will be rejected.

The applicant is solely responsible for following-up the delivery. In addition to the automatic acknowledgment of receipt indicated in section 2.2.2 above, the European Commission will send a confirmation of reception on the date announced in the indicative calendar (see section 2.5.2) to the contact email indicated in the application form. If the applicant does not receive this confirmation on the said date, it must immediately contact the European Commission at the following email address: EuropeAid-DCI-CULTURE2012@ec.europa.eu. The European Commission cannot be held responsible for the non-delivery of any proposal.

2.2.4 *Further information for Concept Note*

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address below, indicating clearly the reference of the Call for Proposals:

E-mail address: EuropeAid-DCI-CULTURE2012@ec.europa.eu

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

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

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 internet** at the EuropeAid web site http://ec.europa.eu/europeaid/work/funding/index_en.htm

1. Calls for proposals
2. Search by reference
3. 133529.

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of questions and answers published.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

All questions related to PADOR registration should be addressed to the PADOR help desk:

Europeaid-pador@ec.europa.eu

2.2.5 *Full Application form*

Applicants invited to submit a full application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order. Applications submitted on application documents relating to any other call **may be rejected**.

The elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. No modification of the partnership between the Concept Note and the Full Application will be allowed save in exceptional cases, justified by force majeure. Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations, is not attributable to error or negligence on their part and proves insurmountable in spite of all due diligence. In such cases, the applicant must clearly indicate the requested change and justify the request in Annex A, Part B, section VI. The validity of the justification provided will be examined during the evaluation of the Full Application. Should the justification not be deemed valid by the Evaluation Committee, the proposal may be rejected on that sole basis. The EU contribution may not vary from the initial estimate by more than 20%.

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 VI of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing 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. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6 *Where and how to send the Full Application form*

The Full Application Form together with the Budget and the Logical framework **must** be submitted **by e-mail only** to the following address:

EuropeAid-DCI-CULTURE2012@ec.europa.eu

The subject field of the e-mail must bear the reference of the Call for Proposals, the name of the applicant organisation and the number allocated by the European Commission to the application at Concept Note stage.

The Applicant will receive an automatic acknowledgement of receipt following the submission of a Full Application. Please note that if several Full Application forms are sent from the same e-mail address on the same day, **only one acknowledgement of receipt will be generated.**

Full Applications sent by other means (registered mail, courier service, fax, hand delivery, etc.) or sent to any other e-mail address may be rejected.

The Checklist (Part B, Section VI of the Grant Application Form) and the Declaration by the applicant (Part B, Section VII of the Grant Application Form) must be enclosed in the e-mail.

Applicants must verify that their application is complete using the Checklist (Part B, section VI of the Grant Application Form). Incomplete applications may be rejected.

2.2.7 Deadline for submission of the Full Application form

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

Applicants are strongly advised **not to wait until the last day** to submit their Full applications, since heavy Internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The European Commission cannot be held responsible for delay due to such aforementioned difficulties.

Any Full Application Form sent after the deadline will be rejected.

2.2.8 Further information for the Full Application form

Questions may be sent by e-mail 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:

EuropeAid-DCI-CULTURE2012@ec.europa.eu

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

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

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 internet** at the EuropeAid website: http://ec.europa.eu/europeaid/work/funding/index_en.htm

1. Calls for proposals
2. Search by reference
3. 133529.

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of questions and answers published.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

All questions related to PADOR registration should be addressed to the PADOR help desk:
Europeaid-pador@ec.europa.eu

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 sections 2.1.1, 2.1.2 or 2.1.3, the application shall be rejected on this sole basis.

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

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist (Section III 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 evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the action.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 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? <i>Note: The maximum score will only be allocated if the proposal specifically addresses all the priorities under the relevant Lot as stipulated in section 1.2 of these Guidelines.</i>	5x2	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices and the other additional elements indicated under 1.2 of these guidelines: <ul style="list-style-type: none"> – Lots 1 and 2: actions combining several levels of action (at the level of the enabling environment, capacity-building of actors, pilot initiatives); – Lot 2: actions promoting or consolidating innovative public-private partnerships? 	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

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

First, only the Concept Notes which have been given a score of a minimum of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot.

Following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether their Concept Note was evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications.

The relevance of proposals will only be assessed at the Concept note stage. Scores awarded to that criterion in the concept note evaluation will be taken into account in the full application evaluation.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-9 of the Checklist (Section VI 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.

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be subsequently carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out 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 partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover such aspects as the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and partners have sufficient experience of project management?	5
1.2 Do the applicant and partners have sufficient technical expertise? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and partners have sufficient management capacity? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance?	5
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 evaluation foreseen?	5

3.4 Is the partners' level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	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?	5x2
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the score is less than 12 points for section 1, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

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 VII of Part B of the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and, if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority.

All required supporting documents **for applicants** for this Call for Proposals **must be uploaded** in the PADOR²² system; the deadline for uploading them in the system is the same as the deadline for submission of the Concept Note (see section 2.2.3). **Partners** must upload all their supporting documents in PADOR before the submission of the Full application. Applicants and partners that are already registered in PADOR and need to update their profile and/or supporting documents may do so by the deadline for submission of the Full application.

Any applicant submitting a "PADOR offline form" **must send ALL** relevant supporting documents for this Call for Proposals in their e-mail **together** with the **Concept Note**. Any applicant submitting a "PADOR offline form" for its partner(s) **must send ALL** relevant supporting documents for this Call for Proposals in their e-mail **together** with the **Full Application**.

Required supporting documents for the applicant:

1. The statutes or articles of association of the applicant organisation²³. Such documents must prove that the organisation in question meets **all** the required eligibility criteria indicated in section 2.1.1. above. They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when a PADOR offline form is submitted, must be sent together with the supporting documents.
2. Where the grant requested exceeds EUR 500 000, an external audit report produced by an approved auditor, certifying the applicant's accounts for the last financial year available.
This obligation does not apply to public bodies.
3. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)²⁴.
4. Legal entity sheet (see Annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the supporting documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

Required supporting documents for partners:

The statutes or articles of association of the partner organisation²⁵. Such documents must prove that the organisation in question meets **all** the required eligibility criteria indicated in section 2.1.2. above. They must bear the stamp of the appropriate authorising body (ministry, lawyer, etc.) or be accompanied by relevant registration documents or other appropriate documentation. Any such accompanying documentation must be uploaded into PADOR in the same electronic file as the statutes or articles of association or, when a PADOR offline form is submitted, must be sent together with the supporting documents.

²² See section 2.2.

²³ Where the applicant is a public body created by a law, a copy of the said law must be provided

²⁴ This obligation does not apply to public bodies. 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, point 2 above.

²⁵ When the organisation is a public body created by a law, a copy of the said law or other official document recognizing the body's public status in accordance with the relevant national law must be provided.

This obligation does not apply to international organisations which have signed a framework agreement with the European Commission. A list of the relevant framework agreements is available at the following address: http://ec.europa.eu/europeaid/work/procedures/financing/international_organisations/other_international_organisations/index_en.htm

Requirements for all supporting documents:

Where such documents are not in one of the official languages of the European Union, a translation into one of the languages of the Call for Proposals (see Section 2.2.1) of the relevant parts of these documents, proving the applicant's and partner's (s') eligibility, must be uploaded into PADOR in the same electronic file as the original language version (or, when a PADOR offline form is submitted, be sent with the supporting documents) and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than the languages of the Call for Proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's and partner's (s') eligibility, into one of the languages of the Call for Proposals. Where such translation is provided, it must be uploaded into PADOR in the same electronic file as the original language version (or, when a "PADOR offline form" is submitted, be sent with the supporting documents).

If the abovementioned supporting documents are not provided before the deadline indicated above, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it 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

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants who were unsuccessful at the Opening and Administrative Check stages of the procedure or at the Eligibility check stage wishing to obtain further information should send their request by letter, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission
Directorate General for Development and Cooperation - EuropeAid
Unit D6 – Finance, Contracts, Audit
Attn. Head of Unit
Office SC15 5/70
B-1049 Brussels
Belgium

Applicants who were unsuccessful at the technical evaluation stages of the procedure wishing to obtain further information should send their request, indicating the reference of the Call for Proposals and the reference allocated to the proposal, to:

European Commission
Directorate General for Development and Cooperation - EuropeAid
Unit D4 – Education, Health, Research, Culture
Attn. Head of Unit
Office SC15 4/65
B-1049 Brussels
Belgium

The request for further information should be sent to the European Commission no later than 90 days from the date of receipt of the letter informing the applicants about the negative decision concerning their application.

The European Commission will reply within 90 days of receipt of the request for information.

Thereafter, applicants believing that there has been an error or irregularity during the award process may send a petition no later than 90 days from the date of receipt of the above-mentioned reply from the European Commission, to the following address:

European Commission
Directorate-General for Development and Cooperation — EuropeAid
Directorate D - Human and Society Development
Attn. The Director
Office: SC15 04/02
B-1049 Brussels,
Belgium

The European Commission must reply within 90 days of receipt of the said petition.

Thereafter, applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further Section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

Preliminary information on the main milestones in the procedure for this call for proposals is available in the table "Ongoing Global Calls for Proposals" under Thematic Programmes on the following EuropeAid webpage: http://ec.europa.eu/europeaid/work/funding/index_en.htm

After the Concept Note submission deadline, a detailed indicative calendar will be published on the same EuropeAid webpage as the other documents relating to this call for proposals: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and will be updated in the course of the evaluation procedure, as necessary.

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard grant contract (see Annex G of these Guidelines). Applicants should be aware that the current revision of Council Regulation No 1605/2002 of 25 June 2002 on the "Financial Regulation applicable to the general budget of the European Communities" (OJ L 248, 16.9.2002, p.1., herein after the "Financial Regulation") will impose certain changes to the Contracting Authority's standard grant contract, notably - but not limited to - with regard to interests on pre-financing and on the deadlines for payments owed by the Contracting Authority. Those changes should be considered, for the most part, more favorable to the Applicant.

By signing the Declaration by the Applicant (Annex A , Part A, section IV and, if applicable, Part B, section VII), the applicant declares being aware that the current version of the Contractual conditions laid down in the standard grant contract might be amended as a consequence of the revision of the Financial Regulation.

The final version of the standard grant contract will be available in November 2012 and will be made available on the following website at the following address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en> .

Implementation contracts

Where implementation of the action requires the Beneficiary 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, 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:

- the 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

-the 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)

ANNEX D: LEGAL ENTITY SHEET (PDF FORMAT) See document **E3e** available at <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>

ANNEX E: PADOR OFFLINE FORM (ONLY IF IMPOSSIBLE TO REGISTER IN PADOR) http://ec.europa.eu/europeaid/work/onlineservices/pador/dispensation_en.htm

DOCUMENTS FOR INFORMATION

ANNEX F: LIST OF ELIGIBLE BENEFICIARY COUNTRIES OR TERRITORIES

ANNEX G: STANDARD CONTRACT (WORD FORMAT) See documents from **E3h_1** to **E3h_10** at <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>

E3h_1 SPECIAL CONDITIONS

E3h_2 - ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS

E3h_3 - ANNEX IV: CONTRACT AWARD PROCEDURES

E3h_4 - ANNEX V: STANDARD REQUEST FOR PAYMENT

E3h_5 - ANNEX VI: INTERIM NARRATIVE REPORT

E3h_6 - ANNEX VI: FINAL NARRATIVE REPORT

E3h_7- ANNEX VI: FINANCIAL REPORT

E3h_8 - ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS

E3h_9- ANNEX VIII: MODEL FINANCIAL GUARANTEE

E3h_10 - ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX H: FINANCIAL IDENTIFICATION FORM

See document **E3f** at <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>

ANNEX I: DAILY ALLOWANCE RATES (PER DIEM), available at the following address: http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

ANNEX J: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

ANNEX K: PROJECT CYCLE MANAGEMENT GUIDELINES

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