



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
ENVIRONMENT



CIVIL PROTECTION FINANCIAL INSTRUMENT

CALL FOR PROPOSALS

FOR COOPERATION PROJECTS ON

- PREVENTION
and
 - PREPAREDNESS
-

GRANT APPLICATION GUIDE
2009 edition

This guide gives detailed information on the call for proposals for cooperation projects on prevention and preparedness within the framework of the Civil Protection Financial Instrument and advice on how to prepare applications.

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PREFACE

Welcome to the guide to submitting proposals for cooperation projects on prevention and preparedness in the framework of the Civil Protection Financial Instrument.

This document has been designed to offer you a user-friendly guide through the application procedure and the application forms. It also serves as a reference tool to provide quick answers to any questions you may have when preparing your application. Please read it carefully.

In addition to this guide, you are strongly recommended to have a look at the European Commission's civil protection website: <http://ec.europa.eu/environment/civil/index.htm> - in particular the frequently asked questions (FAQ) section. The site is updated regularly and the date of the latest update is shown on the web page.

If you cannot find the answer to your question in this guide, or among the FAQ, you may send your questions by e-mail to the Civil Protection Unit of the Commission at: ENV-A3@ec.europa.eu.

Please contact the Civil Protection Unit only after having tried to find the information in the documentation provided to you.

Before sending your application, do not forget to go through the checklist (Chapter 11).

This guide is updated annually to keep it as user-friendly as possible. You are more than welcome to share your comments and suggestions on how further to improve the guide with the Commission by sending an e-mail to the Civil Protection Unit at: ENV-A3@ec.europa.eu.

Finally, please beware that it will take at least a day to fill in the forms once you have all the necessary documents at your fingertips.

Thank you very much!

1. WHAT IS THE CALL FOR PROPOSALS FOR COOPERATION PROJECTS ON PREVENTION AND PREPAREDNESS IN THE FIELD OF CIVIL PROTECTION?

1.1 CONTEXT OF THE CALL FOR PROPOSALS

EU Member States are facing an increasingly wide range of disasters. Most recently, the summer of 2007 was one of the worst on record in terms of forest fires, claiming the lives of dozens of EU citizens and hundreds of thousands of hectares of vegetation and woodland in various Southern European countries. Many fires were burning simultaneously in different Member States, adding to the civil protection response challenges. Floods in the UK in 2007 and in Romania in 2008 resulted in loss of lives and widespread damage.

One way to strengthen the EU response to such disasters is to enhance preparedness in the field of European civil protection. This call for proposals aims at co-funding activities that target awareness-raising and at providing a framework for closer cooperation on civil protection. The financial framework governing this call is Council Decision 2007/162/EC, Euratom establishing a Civil Protection Financial Instrument.

The Civil Protection Financial Instrument aims at supporting and supplementing the efforts of Member States on protection, primarily of people, but also of the environment and property, including cultural heritage, in the event of natural and man-made disasters, acts of terrorism and technological, radiological or environmental accidents. Furthermore, it aims at facilitating closer cooperation between the Member States in the field of civil protection.

The 2009 call for proposals for cooperation projects on prevention and preparedness in the field of civil protection covers two separate sections, each with their own specific objectives and budget:

- (A) **Prevention** projects;
- and
- (B) **Preparedness** projects.

Proposals should not only demonstrate technical/operational capacity in the field of civil protection but also pursue objectives and be expected to produce results particularly relevant to the field of civil protection, as described in Council Decision 2007/162.

2. PREVENTION PROJECTS

Prevention is of the utmost importance to avoid disasters happening and/or to mitigate their impact. Therefore, prevention is set as a specific aim in Decision 2007/162. Moreover, in February 2009 the Commission adopted a Communication outlining a Community approach on the prevention of natural and man-made disasters. The Communication focuses on three key areas: creating the conditions for development of knowledge-based disaster prevention policies at all levels of government, linking the players and policies throughout the disaster management cycle and making existing instruments perform better for disaster prevention.

2.1 OBJECTIVES

Proposals can be submitted with one or more of the following general objectives:

Objective 1: Contribute to the development of knowledge-based disaster prevention policies

This could include:

- Action aiming at increasing the availability and comparability of existing information on occurrences, risks, consequences and costs of disasters;
- Action contributing to the development of common methods for collection, analysis and interpretation of data on disasters;
- Action contributing to the development of general principles and minimum prevention guidelines with respect to hazards with a potentially significant human, environmental or economic impact;
- Action contributing to exchanges of information between stakeholders by means of joint design, development or implementation of best practice or of innovative prevention activities, procedures, tools, etc.

Objective 2: Promote consistency in the “prevention-preparedness-response-remediation” chain

This could include:

- Action aiming at fostering exchanges of best practice across the EU, with the objective of linking players involved in disaster prevention and in different phases of disaster management;
- Action aiming at raising awareness amongst the general public on prevention, such as identification of best practice or preparation of school curricula.
- Actions aiming at the identification, sharing, and dissemination of best practices taking into account the results of previous projects having benefitted from Community funding. Such actions should be aimed at developing European reference documents and exchange platforms. This could include the preparation of general guidelines based on the identified best practices

2.2 TECHNICAL ASPECTS OF PROPOSALS

Proposals must be designed and implemented by transnational partnerships involving **at least two mutually independent legal entities established in two different Member States** (one as a beneficiary and one as associated beneficiary – see Chapter 6 for details of the roles of the different participants in a project).

Although it is strongly recommended that proposals should have a clear multinational dimension, there is no prescribed maximum number of participants from different Member States. However, applicants should beware that coordination and management of projects becomes more critical as the size and multinational mix of the partnership grows. Arrangements for internal coordination between the associated beneficiaries in the project should therefore be made explicit in the proposal and will be an important factor in evaluation of the proposal.

Types of action which can be financed under this call

Grants may be awarded to:

- Projects aiming at studying, designing, developing, testing and implementing new prevention approaches and/or activities in the Member States or at evaluating and/or improving existing prevention approaches/activities;
- Projects aiming at studying, designing, developing, testing and implementing innovative approaches and tools to link prevention measures consistently to preparedness and response needs;
- Projects aiming at developing general principles and minimum prevention guidelines with respect to hazards with a potentially significant human, environmental or economic impact;
- Projects aiming at initiating or implementing tangible further improvements and innovation by means of transnational cooperation.
- Projects aiming at the identification of best practices and development of guidelines.
- Projects aiming at the sharing of best practices, including developing exchange platforms.

The projects should clearly complement and add value to existing solutions.

2.3 BUDGET AND DURATION

The indicative overall budget for prevention projects under this call for proposals totals **€2 250 000**.

Projects should be developed and implemented within a maximum of **24 months** (no minimum period).

3. PREPAREDNESS PROJECTS

Preparedness is essential in civil protection – being well prepared can save lives and reduce the impact of disasters. In order to enhance European civil protection, this call will fund primarily preparedness projects which build on Council Decision 2007/779/EC, Euratom of 8 November 2007¹ establishing a Community Civil Protection Mechanism (recast) and the associated implementing rules laid down in the Commission Decisions of 29 December 2003 (general), 14 September 2007 (transport) and 20 December 2007 (modules)².

3.1 OBJECTIVES

The Community Civil Protection Mechanism is intended to facilitate closer cooperation on civil protection assistance. Whenever natural or man-made disasters strike a country, within the European Union or outside, the Mechanism provides a means of mobilising the operational resources needed to assist and provide a prompt response.

Preparedness projects should aim at reinforcing cooperation in the framework of the Community Civil Protection Mechanism.

In order to be eligible, preparedness projects need to fall within one of the **three objectives** set out below, each of which corresponds to a different target group. Applicants are required clearly to indicate which specific objective they have chosen, by ticking only one of the three boxes on form A1. If a proposal addresses more than one objective, applicants should identify one main focus (i.e. do not tick more than one box!).

¹ Recast of Council Decision 2001/792/EC, Euratom of 23 October 2001 establishing a Community mechanism to facilitate reinforced cooperation in civil protection assistance interventions.

² Relevant legal reference texts can be found at: http://ec.europa.eu/environment/civil/prote/cp02_en.htm.

Applicants who submit projects that do not fall within one of the three stated objectives must beware that such projects will not be considered eligible (see section 8.3.2 – Eligibility criteria).

Objective 1: Exchanges of information, experience, good practice and knowledge aiming at improving the performance of parties involved in civil protection (both professionals and volunteers) operating in the Member States and raising public awareness

- Action aiming at improving the quality and operating conditions (knowledge, skills, working and safety conditions and technical standards) of the human and technical resources operating in the official civil protection services – both professionals and volunteers – in the Member States.

This may include simulation exercises with a transnational or cross-border dimension, but not exercises simulating intervention under the Community Civil Protection Mechanism;

- Action aiming at making citizens aware of the need to protect and help themselves in emergencies by acquiring the right knowledge and practising safe behaviour. Projects may be targeted at specific vulnerable groups (for example, children, old people, people with disabilities, etc.) or particular types of hazard/vulnerability.
- Actions aiming at the identification, sharing, and dissemination of best practices taking into account the results of previous projects having benefitted from Community funding. Such actions should be aimed at developing European reference documents and exchange platforms. This could include the preparation of general guidelines based on the identified best practices.

*Projects must be designed and implemented by transnational partnerships involving entities from **at least three Member States.***

Objective 2: Cross-border civil protection cooperation regarding the direct response to natural and man-made disasters

Action aiming at enhancing operational cooperation in the framework of the Community Civil Protection Mechanism and enabling different Member States to share civil protection capabilities.

This may include designing the conceptual framework and setting up operational cross-border modules and teams, developing interoperable shared equipment, testing these teams and equipment on the ground, developing and implementing common operational guidelines and providing good practice that could be applied generally in the Community Mechanism.

*Projects must be designed and implemented by transnational partnerships involving entities from **at least three Member States.***

Objective 3: Enhancing the availability of civil protection modules and other resources

Action aiming at using the lessons learned from regional cooperation, such as FIRE 5, NORDRED or other regional schemes, to enhance the availability of civil protection modules. This may include alternative plans for deployment of equipment and teams during critical periods, specialisation aspects, such as regional distribution of resources, and possible scenarios outlining the role of the Monitoring and Information Centre (MIC) in operational coordination in the response cycle.

*Projects must be designed and implemented by transnational partnerships involving entities from **at least three Member States.***

Expected outcomes and impact

Projects should offer clear added-value in relation to past and/or ongoing action and should support and supplement the efforts of Member States to protect citizens, the environment and property in the event of natural or man-made disasters. Furthermore, projects should facilitate closer cooperation between the Member States in the field of civil protection and more effective emergency response by enhancing the preparedness and effectiveness of responders and the general public.

3.2 TECHNICAL ASPECTS OF PROPOSALS

Types of action which can be financed under this call

Grants may be awarded to:

- Projects aiming at initiating or implementing specific **complementary** improvements and innovation by means of transnational cooperation;

Specific outputs of projects may include, for example, joint design, development or implementation of innovative civil protection activities, procedures, techniques, tools, etc. They may also include transferring or adapting existing features to other geographical or thematic contexts;

- Activities clearly targeted at civil protection respondents (professionals and/or volunteers) or at the general public in the Member States.

Activities not covered by this call

This call does not cover activities already covered by other specific calls for proposals or calls for tender, such as training courses, simulation exercises and exchanges of experts relating to the Community Mechanism. These activities are described in more detail on:

<http://ec.europa.eu/environment/civil/prote/activities.htm>.

Therefore, activities with, for example, the sole purpose of developing Community training courses or exercises simulating activation of the Monitoring and Information Centre (MIC) of the Community Civil Protection Mechanism will not be eligible for financing under this call but may be proposed under other specific calls, also published on the civil protection website of the European Commission at:

<http://ec.europa.eu/environment/civil/index.htm>.

Proposals concerning objective 1, i.e. **exchanges of information, experience, good practice and knowledge aiming at improving the performance of parties involved in civil protection (both professionals and volunteers) operating in the Member States and raising public awareness**, must be designed and implemented by transnational partnerships involving at least three mutually independent legal entities established in two different Member States (one as the beneficiary and two as associated beneficiaries – see Chapter 6 for details of the roles of the different participants in a project).

Proposals concerning objectives 2 and 3, i.e. **cross-border civil protection cooperation regarding the direct response to natural and man-made disasters and enhancing the availability of civil protection modules and other resources**, must be designed and implemented by transnational partnerships involving at least three mutually independent legal entities established in three different Member States (one as the beneficiary and two as associated beneficiaries – see Chapter 6 for details of the roles of the different participants in a project).

3.3 BUDGET AND DURATION

The indicative overall budget for prevention projects under this call for proposals totals **€1 400 000**.

Projects should be developed and implemented within a maximum of **24 months** (no minimum period).

4. WHICH PROJECTS CAN BE CO-FINANCED?

4.1 INFORMING THE NATIONAL CENTRAL CIVIL PROTECTION AUTHORITY

Before submitting their proposal to the Commission, applicants/coordinating beneficiaries need to inform their national central civil protection authority about their proposal in order to ensure consistency between action financed at Community level and national civil protection policies. Applicants/coordinating beneficiaries must attach to their proposal supporting documents showing that the national central civil protection authority was informed in writing before they submitted their proposal to the Commission.

A list of national central civil protection authorities in the Member States recognised by the European Commission can be found on the following website:

http://ec.europa.eu/environment/civil/prote/cp10_en.htm.

4.2 FEASIBILITY

Applicants are strongly advised to submit proposals that fall within their sphere of influence – i.e. projects and outcomes that are feasible and can be implemented by the applicant and associated beneficiaries without any external financial, legal or operational assistance. This means that projects aimed at developing legislation or needing adaptation of legislation which do not involve the competent legislative authority will not be considered feasible under the award criteria. The same applies to projects aimed at developing common operational civil protection procedures, but not involving the civil protection authorities or not involving the competent level of civil protection authorities, which, likewise, will not be considered feasible under the award criteria.

4.3 COMPLEMENTARITY AND EUROPEAN ADDED-VALUE

For 2009 no specific thematic priority has been set. However, projects must clearly demonstrate that they **complement** the efforts already being made in the Member States within the specific scope of the project. Therefore, applicants are asked to describe these complementary features in the project proposal (form T).

Furthermore, applicants are invited to take into account the results from previous national and EU projects and activities. In particular, they should not duplicate the work done or in progress in the Community Action Programme in the field of Civil Protection³, projects financed under the Council Decision establishing a Civil Protection Financial Instrument and pilot projects and preparatory action on civil protection.

Projects should complement relevant activities undertaken in the Seventh Research Framework Programme (FP7, 2007-2013), in particular under the security theme therein. Research under FP7 will not be eligible.

Applicants should also take into account the results of projects supported by other European programmes, as appropriate. For an overview of completed and ongoing European projects and activities consult, for example, the following websites:

³ OJ L 327, 21.12.1999, p. 53.

Civil protection:

http://europa.eu.int/comm/environment/civil/prote/cp14_en.htm

<http://ec.europa.eu/environment/civil/prote/crossborder.htm>

<http://ec.europa.eu/environment/civil/prote/activities.htm>

<http://ec.europa.eu/environment/civil/prote/finance.htm>

http://ec.europa.eu/environment/civil/prote/pilot_project08_en.htm

http://ec.europa.eu/environment/civil/prote/prep_action.htm

Research:

<http://cordis.europa.eu/ist>

Regional development:

http://ec.europa.eu/regional_policy/country/prordn/index_fr.cfm?gv_pay=ALL&gv_reg=ALL&gv_obj=13&gv_the=ALL

Environment:

<http://ec.europa.eu/environment/life/project/Projects/index.cfm>

Justice, freedom and security:

http://ec.europa.eu/justice_home/funding/isec/funding_isec_en.htm

4.4 MULTINATIONAL PARTICIPATION

Proposals should involve genuine participation by entities from different Member States. Depending on the type of project and objective, a minimum number of participants from different Member States is required. Proposals involving fewer organisations or representing fewer Member States than the minimum number required will NOT be eligible. See section 8.3.2 – Eligibility criteria.

5. HOW MUCH WILL THE COMMISSION GRANT?

5.1 NO DUAL FINANCING

Before presenting a proposal, applicants should check the possibility of obtaining co-financing from other Community financial instruments. Projects or action within projects that already benefit or will benefit from financial support under other Community financial instruments are not eligible under this call for proposals. During the application process and, after that, during implementation of the action, the applicant/beneficiary should inform the Commission immediately of any multiple applications or grants related to the same action (Article 111 of the Financial Regulation).

If the applicant has requested funding for the same action from another Community instrument, it could be possible that, by the time the proposal is submitted to this programme, the authorities responsible (usually the Commission or the national/regional authorities) will not yet have taken any decision on whether to grant the financing requested from the other Community instrument. If the proposal qualifies for selection, the Commission will check whether the financing has been granted in the mean time. At the same time, the applicant is under an obligation to inform the Commission of any such financing as soon as it is confirmed. No final decision will be taken until the Commission has made sure that there will be no dual financing.

5.2 MAXIMUM EC CO-FUNDING

The maximum EC funding under this call for proposals is up to **75% of the eligible costs** (according to the project budget) per proposal. Given the complementary nature of EC grants, at least 25% of the project costs must be funded by sources other than Community co-funding.

5.3 PAYMENT SCHEDULE

Following award of a grant, and after signature of the grant agreement by both parties, the Commission will pay **60%** of its contribution as a pre-financing payment. No further pre-financing or interim payment will be made. The final payment of **up to 40%** of the EC contribution will be made after the Commission has accepted the final technical report and will be based on the final financial statement and the eligible costs calculated by the Commission.

Note that in certain cases the interest yielded by the (60%) pre-financing payment must be declared in the final financial statement. For a full description of the relevant rules on declaration of interest, see Article 23(7) of the common provisions applicable to civil protection projects, published together with this call for proposals.

6. WHO CAN SUBMIT A PROPOSAL? WHO MAY PARTICIPATE?

6.1 GEOGRAPHICAL ELIGIBILITY

This call is open to any applicant established in one of the 27 EU Member States, one of the three EFTA/EEA countries (Iceland, Liechtenstein and Norway) or Croatia.

Applicants established in candidate countries may participate in this call if their countries have signed a Memorandum of Understanding (MOU) with the Commission in the field of civil protection and contribute financially to the Commission's civil protection budget⁴.

In all other cases (candidate countries which do not fulfil the above-mentioned criterion and third countries which do not have "candidate country" status), participation in this call is possible when agreements between the countries concerned and the Community so allow. The only possible roles (see section 6.3) are those of co-financer or sub-contractor.

Q: Can projects include participants from third countries?

A: Only participants from eligible geographical areas can be formal associated beneficiaries and receive EC funding. However, experts from third countries may be invited to events within a project. Their travel and subsistence expenses can be covered if they are included in the proposal and the approved budget.

6.2 ELIGIBLE PARTICIPANTS

This call is open to any legal person (public or private). Examples of applicants who can submit a proposal – as long as no profit is generated by the project – include public-sector bodies, public administrations, universities, international organisations, non-governmental organisations, commercial firms, etc. Natural persons are not eligible.

International organisations are defined as:

- (a) international public-sector organisations set up by intergovernmental agreements and specialised agencies set up by such organisations;
- (b) the International Committee of the Red Cross (ICRC);
- (c) the International Federation of National Red Cross and Red Crescent Societies.

This definition of "international organisations" follows from Article 43(2) of the rules implementing the Financial Regulation.

⁴ Subject to the entry into force of the Memorandum of Understanding. If, by the first of the month of the selection decision, the Memorandum has not entered into force, participants from the candidate country in question will not be co-funded and will not be counted towards the minimum size of partnership.

6.3 ROLE AND RESPONSIBILITY OF PARTICIPANTS

ROLE AND RESPONSIBILITY OF PARTICIPANTS

Depending on the specific conditions regarding partnerships, proposals may or must envisage the collaboration of one or more participants in the partnership. Depending on the roles and obligations of each player, up to four types of participants may be involved in implementing and funding projects:

- coordinating beneficiary (applicant);
- associated beneficiary or beneficiaries;
- co-financer(s) (other than the European Commission);
- sub-contractor(s).

The **applicant**, i.e. the entity that submitted the proposal to the Commission, will become the **coordinating beneficiary** of the grant agreement if the proposal is accepted for EC funding.

The role of the coordinating beneficiary implies sole legal and financial responsibility for implementation of the project. It will be the single point of contact for the Commission and will also be the only beneficiary to report directly to the Commission on the technical and financial progress on the project. It receives the Community financial contribution from the Commission and makes sure that it is distributed as specified in the partnership agreements concluded with the associated beneficiaries. The coordinating beneficiary will be involved in technical implementation of the project; it must bear part of the costs of the project and contribute financially to its budget. Therefore, it cannot be reimbursed for 100% of the costs that it incurs. Furthermore, it cannot act, in the course of the project, as a sub-contractor to one of its associated beneficiaries.

An **associated beneficiary** must contribute technically to the project and, hence, be responsible for implementation of one or more activities within the project. It must contribute financially to the project but will also benefit from the financial contribution from the Commission. It cannot act, in the course of the project, as a sub-contractor to the coordinating beneficiary or to other associated beneficiaries. It must do everything in its power to help the coordinating beneficiary fulfil its obligations under the grant agreement. In particular, it must provide the coordinating beneficiary with all the necessary documents and information (technical or financial) required for the reports to the Commission.

Via the mandate (i.e. the completed and signed form A3) annexed to the grant agreement, the associated beneficiary grants power of attorney to the coordinating beneficiary to act in its name and on its account in signing the grant agreement and any subsequent amendments to it with the Commission. Accordingly, the associated beneficiary gives the coordinating beneficiary a mandate to take full legal responsibility for implementation of the grant agreement.

The coordinating beneficiary will conclude a partnership agreement with each associated beneficiary, describing their technical and financial participation in the project. Such agreements must be fully compatible with the grant agreement signed with the Commission, must make a precise reference to the common provisions and must, as a minimum, include the contents described in the guidelines on partnership agreements issued by the Commission (see Chapter 10). The partnership agreement must be signed by the coordinating beneficiary and the associated beneficiaries and notified to the Commission within three months from the starting date of the project.

Project **co-financers** contribute only financial resources to the project, have no technical responsibilities and cannot benefit from the Community financial contribution. Furthermore, they cannot act, in the course of the project, as a sub-contractor to any of the beneficiaries.

For specific tasks of a fixed duration, a project may also use **sub-contractors**. Sub-contractors cannot act as beneficiaries or vice-versa. Sub-contractors provide external services to the beneficiaries who pay fully for the services provided.

For a full description of the rules relevant to the coordinating beneficiary, associated beneficiaries, co-financers and subcontractors, see Articles 3 to 8 of the common provisions applicable to civil protection projects, published together with this call for proposals.

Table 2: Roles of the different participants in the project

	Contractual relationship with the Commission	Financial involvement in the project	Costs covered by the EC financial contribution	Responsibility vis-à-vis the Commission
Coordinating beneficiary	Yes	Yes	Yes	Yes
Associated beneficiary	No	Yes	Yes	No
Sub-contractor	No	No	Yes, invoiced to any of the beneficiaries	No
Co-financer	No	Yes	No	No

7. WHERE AND WHEN TO SUBMIT A PROPOSAL?

7.1 DELIVERY

Each proposal must be sent in one single batch, by post or private courier. Proposals must be delivered only to the following address:

EUROPEAN COMMISSION
DG Environment/Civil Protection Unit (ENV.A.3)
CALL FOR PROPOSALS "COOPERATION PROJECTS ON PREVENTION AND PREPAREDNESS
2009"
BU-9 2/170
B-1049 Brussels

Delivery by hand is also possible, but only to the following address:

European Commission
Central Mail Service
OIB.4
Avenue de Bourget, 1
B – 1140 Brussels

SUBMISSION BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Proposals submitted to the Commission remain the property of the Commission and will not be returned.

7.2 PACKAGING

Each proposal must be submitted to the European Commission in **one original bearing original hand-written signatures where requested** and **two** identical, complete, hard (paper) copies to the address specified in section 7.1. An electronic version (e.g. on CD or memory stick) of forms A, T and F (in MS Word/EXCEL format, not as a PDF file) must also be attached.

Proposals must be submitted by post or private courier not later than **18 May 2009** (as confirmed by the date of dispatch, the postmark or the date of the deposit slip). They may also be delivered by hand to the address indicated in this guide not later than **18 May 2009 at 17.00** (as confirmed by the acknowledgement of receipt dated and signed by the responsible official).

Faxes, e-mails, incomplete applications or applications sent in several parts will not be accepted.

7.3 ACKNOWLEDGEMENT OF RECEIPT

Once a proposal has been received and registered by the Commission, an acknowledgement of receipt (form A11) will be dispatched to the applicant within three weeks after the closing date of this call for proposals. The acknowledgment of receipt will contain a reference number, which must be mentioned in all correspondence concerning the proposal.

Applicants who have not received an acknowledgement of receipt by fax within three weeks after the closing date should contact the Civil Protection Unit by e-mail at: ENV-A3@ec.europa.eu.

N.B.:

Any document sent to the European Commission after the set deadlines will not be considered for selection.

8. HOW ARE PROJECTS SELECTED?

8.1 INTRODUCTION AND INDICATIVE SCHEDULE

The Civil Protection Unit in the Directorate-General for the Environment is responsible for the evaluation procedure. A grant agreement will be sent to each successful applicant.

The following schedule is planned for selecting projects under this 2009 call for proposals:

2009 SCHEDULE	
DEADLINE FOR SENDING PROPOSALS	18 May 2009
NOTIFICATION SENT TO (UN)SUCCESSFUL APPLICANTS	2nd half of 2009
DISPATCH OF GRANT AGREEMENTS AND CLOSURE OF THE CALL	2nd half of 2009

In order to ensure fair treatment of applicants, the Commission will provide no information regarding the eligibility or quality of proposals until the end of the selection procedure.

The Commission reserves the right to contact applicants during the evaluation procedure in order to obtain additional information, documentation or clarifications on the content of the proposal, including technical and budgetary aspects. However, this does not imply any kind of negotiations.

8.2 GENERAL PRINCIPLES

Proposals must comply with the following principles:

- **Co-financing rule:** external co-financing from a source other than EU funds is required from the coordinating and associated beneficiaries' own resources and, possibly, from financial resources of third parties;
- **Non-profit rule:** the project may not have the purpose or effect of producing a profit for the coordinating or associated beneficiaries;
- **Non-retroactivity rule:** expenditure eligible for financing must be incurred **after** the starting date stipulated in the grant agreement;
- **Non-cumulative rule:** only a single grant may be awarded for any given action carried out by a given beneficiary.

The Commission will evaluate the proposals in the following order:

- (a) the formal eligibility of the submitted proposals (= admissibility and eligibility criteria);
- (b) whether or not the exclusion criteria apply (= exclusion criteria);
- (c) the operational and financial viability of the applicant (= selection criteria); and
- (d) the overall relevance and quality of the proposals (= award criteria).

8.3 ADMISSIBILITY AND ELIGIBILITY CRITERIA

All proposals submitted will be checked for compliance with the following admissibility and eligibility criteria:

8.3.1 ADMISSIBILITY

- A. The proposal must have been sent to the European Commission at the latest by the deadline mentioned in section 7.2.
- B. The application must NOT be presented by a body acting as an intermediary for a third party.

Attention: Proposals that fail to comply with criteria A and B will be declared inadmissible without any further check.

- C. The number of copies requested in the packaging requirements must be submitted (see section 7.2), i.e. one original and two copies plus an electronic copy of the proposal on CD or memory stick.
- D. Use of the standard application forms provided by the Commission as part of this call for proposals is obligatory. Changes to the content of the forms are not permitted; only minor changes in font, size and layout can be accepted.
- E. Except for dates and signatures, the information on the application forms may not be hand-written. The links on forms A9 (legal entities form) and A10 (financial identification form) lead to web applications that can be filled in and printed.
- F. All forms must be provided. If a specific form is not applicable to the type/content of the project, enter “not applicable” or “N/A” on the form. Note that form A8 is not applicable to this call for proposals.
- G. Where required, the application forms should be dated and signed in such a way that the status and full name of the signatory are clearly identifiable.
- H. Two mandatory annexes (see sections 9.3 and 9.4) are required for all applications: (1) the latest activity report of the applicant organisation (coordinating beneficiary) and (2) the curriculum vitae of all relevant staff of all organisations involved in the project. Consequently, (2) is required for all staff involved, from both the coordinating and the associated beneficiaries.
In addition to these annexes, private organisations acting as applicant (coordinating beneficiary) must submit: (1) a profit-and-loss account and the balance-sheet for the last two financial years; (2) an external audit report certifying the accounts for the last available financial year if the EC contribution exceeds €500 000. Both (1) and (2) are obligatory for all private organisations; (3) a list of the members of the management or executive board (names and title or function within the coordinating beneficiary organisation); (4) the articles of association (applicable to private companies only) or the official registration certificate of association (applicable to associations only).

NON-COMPLIANCE WITH CRITERIA C to H

Attention: Proposals for which the documents and/or forms submitted do not fully comply with criteria C to H are, in principle, inadmissible and, as such, eliminated from further evaluation.

However, depending on the level of completeness/correctness of the proposal, the Commission may decide to review the question of admissibility after taking appropriate action.

8.3.2 ELIGIBILITY CRITERIA

- I. The applicant must be established in one of the countries specified in section 6.1 (geographical eligibility).
- J. The applicant must have the legal status specified in section 6.2.
- K. The proposal must fulfil the applicable requirement of participation by a minimum number of independent entities from different Member States/other eligible countries (see sections 2.2 and 3.2).
- L. The proposal must fall within the scope of this call (see Chapters 1, 2 and 3).
- M. The project or action within a project does not or will not benefit from financial support from other Community financial instruments.

Proposals which do not meet all these eligibility criteria will be declared ineligible and eliminated from further evaluation.

8.4 EXCLUSION CRITERIA

Proposals will be excluded if the coordinating beneficiary or an associated beneficiary is in any of the situations mentioned below:

As provided for by Article 93(1) of the Financial Regulation:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment that has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the Commission can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests.

As provided for by Article 94 of the Financial Regulation:

- f) they are subject to a conflict of interest;
- g) they are guilty of misinterpretation in supplying the information required by the contracting authority as a condition for participation in the procurement procedure or fail to supply this information.

Both the coordinating beneficiary and each associated beneficiary have to sign a declaration on oath that their company/organisation is not in any of the situations mentioned above (see point 1 of forms

A2 and A3). Omitting to sign and/or date this form will result in exclusion of the proposal. The Commission may request at any time further evidence that the declaration is correct.

8.5 SELECTION CRITERIA

The selection will be based on the applicants' financial and technical capacity to complete the project proposed.

8.5.1 Operational capacity

Applicant organisations must show that they have the technical and management capacity to complete the project. They must demonstrate the capacity to manage a large-scale project of the size described in the proposal. In particular, the team responsible for the project must have adequate professional qualifications and experience. In order to allow this to be assessed, the applicant must include in the proposal:

- the applicant's latest **annual activity report**;
- the **list of the members of the management or executive board** (names and title or function within the applicant organisation);
- the **curriculum vitae of all relevant professional staff** of both the coordinating and associated beneficiaries involved in the project, preferably using the model provided at: <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>.

Applicants must be directly responsible for preparation and management of the project, i.e. not act as an intermediary. They must supply information about their capacity to provide the service and demonstrate their experience of working with other parties on transnational projects and their ability to complete the project according to plan.

8.5.2 Financial capacity

Proposals will be eliminated only if the evaluator has strong evidence that the coordinating beneficiary or one of the associated beneficiaries is not reliable from a financial point of view and/or in any of the following situations:

- the results of audits carried out by Community institutions in relation to the coordinating beneficiary or an associated beneficiary have clearly shown their inability to comply with the administrative rules regulating Community grants and, in particular, those applicable to this programme;
- the coordinating beneficiary does not possess the financial capacity to cover its share of the costs/financing of the project. In this connection, the Commission will check in detail whether the coordinating beneficiary has stable and sufficient sources of finance to safeguard its continuity throughout the project and to play a part in financing it.

To that end, any coordinating beneficiary with "private" status must include in the proposal its annual accounts for the last two financial years (i.e. **balance-sheet and profit-and-loss accounts**). In conformity with Article 176 of Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation, as amended by Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006, any such verification of financial capacity will not apply to public bodies or international organisations.

8.6 AWARD CRITERIA

Only proposals which meet the above-mentioned formal eligibility, exclusion and selection criteria will be eligible for further evaluation. During the award stage the Commission will evaluate the overall relevance and quality of the proposal.

Applicants must demonstrate a sound understanding of the objectives of this call. Grants will be awarded with a view to successful completion of the projects deemed most suitable based on this general criterion.

To this end, the following award criteria and scoring system will be applied:

- clarity, relevance and consistency of the rationale and objectives of the proposed project (25 points);
- method to be used for implementation of the project, along with its planning and feasibility (25 points);
- cost-effectiveness of the project (25 points); and
- European added-value of the project (25 points).

To qualify for selection, the proposed action must obtain at least 70 out of a possible maximum of 100 points and at least 50% of the points awarded, i.e. 12.5 points, for each criterion.

Proposals should be clear, coherent, realistic and feasible in terms of action, timetable, budget and value for money. They should show a clear link between the objectives of the project, the action proposed and the expected results. All action should be properly described and quantified. All costs and contributions should be clearly identified and described in the financial forms. Costs should be reasonable. Poorly designed projects will not be accepted.

Applicants are advised to check the appropriateness, coherence and quality of their proposals against the following questions:

Clarity, relevance and consistency (rationale of the project)

Is the starting situation properly described?

What problem/need is the proposal intended to address?

Why is it necessary to deal with this situation?

Does the proposal clearly state how, where, when and by whom the project will be undertaken? Is it properly described and quantified?

In what way does the proposal intend to deal with the problem?

What is it expected to achieve?

Why was this approach chosen? Could there be any alternative approaches? If so, why were they finally not considered appropriate?

Does the action attempt to address the whole problem or only part of the issue?

Could this project fall within an area other than civil protection?

Has a similar project already been co-financed by the Commission or third parties in the past?

Are the lists of deliverables and milestones comprehensive and consistent with the expected results?

Are the costs and contributions clearly and correctly listed?

Is the proposal linked to the Community Civil Protection Mechanism?

Method, planning and feasibility

Is there a clear, logical link between the problems, objectives, action and expected results?

Are operation and management of the project well organised (who does what and how)?

Have the necessary means (equipment, personnel, etc.) for correct implementation been proposed?
Are mechanisms planned for monitoring and evaluating action on the project and for changing the direction of the project, if necessary (e.g. Steering Committee meetings to monitor the effectiveness of the action)?
Is the time-frame realistic, given the available resources?
Have the potential difficulties been correctly assessed and have sufficient preparations been made to pre-empt them?
Are the aims pursued within the sphere of influence of the beneficiary and the associated beneficiaries?
Is there support from the national central civil protection authority (preparedness projects)?

Cost-effectiveness

Is the budget structured and rational?
Is the budget justified and coherent? Are the resources and the means proposed adequate for the action and the expected results (i.e. is the project cost-efficient)?
Is the EC financing rate requested within the limits of the EC contribution (see section 5.2 – Maximum EC co-funding)?
Have all costs involved in the action been clearly identified and quantified?
Can such costs be specifically documented?
Are overheads within the permitted maximum of 7% of the total eligible direct costs?

European added-value

Are the minimum number of entities/countries required involved in the proposed project?
Would the expected results be relevant to more than one Member State?
Does the project address a topic which is a priority at EU level?
Could the same project be supported under a national, regional, local or bilateral scheme?
Could the results also apply to different contexts (geographical, sectoral, etc.)?
Are the end-results transferable to different contexts and, if so, how (list activities)?

8.7 AWARDING THE GRANT

The authorising officer will take the final decision on the proposal to be co-financed, including the maximum cost and maximum rate of co-financing granted. The Commission reserves the right to award a grant lower than the amount requested by the applicant. Grants will not be awarded for an amount higher than requested in the proposal.

The Commission will co-fund the proposals achieving the score required to qualify for selection, within the limits of the overall budget available for this call for proposals (see sections 2.3 and 3.3).

The Commission will commit the relevant funds and send a grant agreement to the successful applicants (beneficiaries) to be signed and returned to the Commission. The grant agreement will come into force only once both parties have signed it.

➤ IF YOUR PROJECT IS NOT SELECTED ...

The Commission will officially inform each unsuccessful applicant in writing, once the award decision has been taken by the authorising officer. The Commission's decision is final.

Projects that have not been co-funded under this call for proposals will NOT be taken into consideration for future calls.

This ends the process.

9. HOW TO PREPARE AND DRAFT A PROPOSAL?

9.1 GENERAL GUIDELINES

Only carefully prepared proposals will be considered for financing. To summarise:

- The first phase, prior to formulation of the project, should consist of identifying **the issue to be addressed**.
- Once this has been done, the **objective** of the project must be set. This should directly address the problems identified and should be precise and clearly set out.
- The next step is to identify the **results** or “end-products” to be achieved in order to meet the objective. Wherever possible, these should be quantifiable.
- Next, consider which **action** is needed in order to attain these results. For each action, clearly identify how, where, when and by whom it will be taken and how much it will cost. Any action that does not contribute directly to the objective must be discarded.
- Carefully plan how the project will be **organised and managed**, who is responsible for doing what, who reports to whom and what kind of management structure is needed.
- Make sure the **budget** is realistic, is consistent with the action proposed and that the human and financial resources are proportionate to the expected results and will be available when needed.
- Consider, at each stage when writing the application, which **assumptions** you are making. External factors, such as authorisation of measures by public authorities, support from local interest groups potentially affected by the project, etc. are essential for the success of the project and should be fully identified and described, as should any potential difficulties that might arise.
- Establish how the planned action and expected results can be verified (**indicators and reference sources**) and list these in form T3b. This will make it possible to monitor the project.
- Finally, a simple procedure must be provided to evaluate the results against the initial objective, both during and at the end of the project. Evaluation can be carried out by the beneficiaries of an action (e.g. the participants *invited* to an activity) or by the organisers of the activity (self-evaluation) or by a neutral third party (peer evaluation or consultant).
- Useful lessons that could be passed on to other projects should be identified. By the same token, the experience gained from similar projects should be drawn on during preparation of proposals.

- ***Proposals that are vague, have been insufficiently negotiated between the associated beneficiaries and include foreseeable difficulties that have not been appropriately taken into account have little chance of being considered for funding at Community level. Proposals should be for realistic projects and not merely a declaration of intent.***

- ***Before starting to complete the forms, read carefully the model grant agreement and its annexes (which can be downloaded from: <http://ec.europa.eu/environment/civil/index.htm>).***

9.2 FORMAL REQUIREMENTS FOR APPLICATIONS

It is essential to submit **one original and two identical and separate** copies of each proposal. Make sure that the original is clearly identified as such on the front page and contains all the forms to be signed bearing the original signatures. An electronic version (e.g. on CD, memory stick or diskette) of forms A, T and F (in MS Word/EXCEL format, not as a PDF-file) must also be provided at the same time.

To make it easier to sort and duplicate documents, applications should be **typed in A4 format** and assembled in **a binder or A4 plastic folder with two holes**. Please do not use vinyl envelopes for each page or expensive folders. A simple two-hole binding system is sufficient.

If a form needs to be duplicated, number each new page of the form sequentially (for example, form A5/1, A5/2, etc.).

Any other documentation considered relevant (photographs, etc.) should be put in a **separate A4 file**, attached to the original and each of the paper copies of the proposal. This documentation may in no way replace the information that must be included on the application forms. Application forms should contain all the details necessary to carry out a full evaluation without needing to refer to other documents, with the exception of the mandatory annexes.

Please indicate dates using the format day/month/year.

9.3 OBLIGATORY DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Obligatory documents are required, so that the Commission can assess the financial and technical viability of the applicant. The obligatory documents depend on the legal status of the applicant.

OVERVIEW OF OBLIGATORY DOCUMENTS

The following documents are required **only for the applicant**, and not for associated beneficiaries, co-financers or subcontractors, with the **exception** of the curriculum vitae which is required for both the applicant and the associated beneficiaries.

All applicants	Private entities
Legal entities form (A9)	
Annual activity report	
Supporting documents showing that the national central civil protection authority was informed in writing	List of the members of the management or executive board
Curriculum vitae of all professional staff involved in the project (applicant and associated beneficiaries)	
	Articles of association (if applicable)
	Official statute
	Copy of certificate of legal registration
	Balance-sheet and profit-and-loss account for the last two financial years AND form F9 If the EC contribution requested exceeds €500 000, the external audit report for the last financial year available

1. Legal entities form

Form A9 shows an example of the legal entities forms which are available from:

http://europa.eu.int/comm/budget/execution/legal_entities_en.htm.

If the applicants are not yet registered as a legal entity in the Commission register, the legal entity form should be accompanied by a copy of the resolution, law, decree or decision establishing the entity in question or, failing that, any other official document certifying establishment of the entity. If the entity has a VAT number, the official VAT registration document is also required.

N.B.: Applicants already registered as a legal entity in the Commission register need to submit only the completed and signed form A9 itself, i.e. without supporting documents. This is typically the case when the applicant has benefited directly from EC funding (either as a beneficiary of grant agreements

or decisions or as a contractor for service/study or other market contracts) still ongoing or with a final payment not before 2004. In this case, please provide clear references to the grant agreement/contract for the recent EC funding and the Commission department(s) responsible.

2. Annual activity report

The annual activity report for the previous completed accounting period is required.

3. List of the members of the management or executive board

For private applicants, a list of the members of the management or executive board is needed. The list should include their names and title or function in the applicant organisation.

4. Curriculum vitae of staff involved in the project

The application for co-funding must be accompanied by the curriculum vitae of all relevant professional staff of all organisations involved in the project, both from the coordinating and from the associated beneficiaries.

5. Articles of association

Private applicants with the legal status of an association should include their articles of association.

6. Official statute and copy of certificate of legal registration

Private applicants should include their official statute and a copy of their certificate of legal registration.

7. Balance-sheet and profit-and-loss account

Private applicants must submit the **balance-sheet and the profit-and-loss account** for the last two financial years for which the accounts have been closed. N.B.: In addition to these documents, form F9 must be completed and submitted.

If the EC contribution requested exceeds €500 000, an **external audit report** by an approved auditor must be submitted. That report must certify the accounts of the private applicant for the last financial year available.

9.4 SPECIFIC REQUIREMENTS FOR PUBLIC ENTITIES

Applicant organisations that declare that they have the status of a public entity must comply with all the following criteria:

1. **The organisation must have been created by a public authority or be officially recognised as an organisation of public interest. N.B.: The “public interest” must be explicitly mentioned in the relevant legal or administrative act(s).**
2. **The internal procedures and accounts must be subject to scrutiny or control by a public authority.**
3. **The organisation must be financed totally or to a large extent (i.e. more than 50%) from public sources.**
4. **In the event that the organisation ceases its activities, all rights and obligations, including financial, will be transferred to a public authority.**

This means that only central, regional and local public authorities and entities that act on their behalf and under their full responsibility may be considered public.

Any organisation which does not comply with all the criteria set out above should be declared a private entity and should provide the documents requested from private organisations.

Note that proof may be requested at a later stage. Failure to supply sufficient evidence will lead to reclassification from public to private.

9.5 LANGUAGES

Proposals may be submitted in any official language of the European Union.

However, in order to facilitate assessment, an English translation should preferably accompany any proposal written in another language. Applicants should therefore submit their applications both in hard copy (i.e. paper) and in electronic format in their own language and in English.

9.6 SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM

The application form provides information on administrative and technical aspects of the applicant and associated beneficiaries together with financial information on the project. The application form consists of two parts, which have to be downloaded from:

http://europa.eu.int/comm/environment/funding/intro_en.htm.

- **Part 1 concerns the administrative part** of the proposal (forms A and T);
- **Part 2 concerns the financial part** (form F).

The Commission will evaluate only applications submitted on these forms, duly completed and accompanied by all supporting documents required.

- Please use the forms specific to this call for proposals and not those from previous calls!
- Furthermore, if a form needs to be duplicated, please number each new page of the form sequentially (for example, form A5/1, A5/2, etc.).
- Finally, please indicate dates using the format day/month/year.

9.6.1 Part 1: Forms A and T

The administrative and technical part of the application file consists of two sections – forms A and T – both available for download as a Word file from:

http://europa.eu.int/comm/environment/funding/intro_en.htm.

- Form A1

The title must not exceed 60 characters.

A grant may be awarded for action that has already begun only if the applicant can justify the need to start the action before the agreement was signed. In such cases, expenditure eligible for financing must not have been incurred prior to the date of submission of the grant application. Only costs incurred during the lifespan of the project can be considered eligible. Consequently, the start and end dates should be established with great care.

- Forms A2 and A3

Point 1: Check that the coordinating/associated beneficiary is not in any of the situations listed in Articles 93(1) and 94 of the Financial Regulation (Regulation (EC) No 1605/2002). See section 8.4.

Financial contribution of the coordinating/associated beneficiary: The amounts indicated here must be identical to the amounts indicated in financial forms **F0** and **F1**. This amount must be greater than €0 and may not include any funding specifically obtained for the project from other public or private sources (this is co-financing).

Note that the Commission may at any time request further evidence to confirm the statements made on this form.

Signature: The form must be **signed and dated**.

- Notes common to forms A4 and A5

Short name: The short name chosen by the participant for this project. This should be not more than 25 characters long.

Country code: Use the relevant country post code.

Coordinating/associated beneficiary's reference: The participant's reference should match that indicated on form A1.

Coordinating/associated beneficiary's legal name: The legal name is the name under which the participant(s) is/are registered in the official trade registers (if applicable).

Legal status: Choose one of the following: private, public or international organisation. See Chapter 4.

Relevant international organisations: See list in section 6.2.

Value-added tax (VAT) number: If applicable, provide the organisation's VAT number in the VAT register.

Legal registration number: If applicable, provide the organisation's legal national registration number or code in the legal trade register, e.g. the Chambers of Commerce register or the business register.

Title: Enter the title normally used in correspondence with the person in charge of coordination of the proposal, for example Mr, Mrs, Dr or Prof.

Function: State the function of the person in charge of coordination of the proposal, for example managing director, financial director, sales manager, project manager, etc.

Department: Enter the name of the department responsible for coordinating the proposal and for which the contact person works. The address given in the fields that follow must be for the department and not the legal address of the organisation.

Number of employees: To be provided by the beneficiary and all associated beneficiaries. The figures should be for the legal organisation as a whole – not just the department carrying out the work. The contribution by part-time staff should be counted as the equivalent number of full-time staff – i.e. as full-time equivalents.

Number of employees in the department carrying out the project: To be provided by the beneficiary and the associated beneficiaries. The figures should be for the department carrying out the work. The contribution by part-time staff should be counted as the equivalent number of full-time staff, i.e. as full-time equivalents. If not applicable, write “N/A”.

Is your organisation independent (for private organisations only)? Are 25% or more of the capital or the voting rights owned by one enterprise or jointly by several enterprises?

Owner (for private organisations only): Indicate the legal name(s) of the organisation(s) or person(s) holding a controlling stake of 25% or more in the organisation.

Affiliation (for private organisations only): An organisation is affiliated to another organisation if:

- it is under the same direct or indirect control as another organisation, or
- it directly or indirectly controls another organisation, or
- it is directly or indirectly controlled by another organisation.

Control

Company A controls company B if A, directly or indirectly, holds more than 50% of the share capital of B or if A, directly or indirectly, holds more than 50% of the shareholders' voting rights in company B or if A has, directly or indirectly, decision-making powers within company B.

Company A's holding of a simple majority of the share capital or of the voting rights in company B may be sufficient to create a controlling stake.

Yes – Affiliated (for private commercial bodies only): Indicate the short name(s) of the participating organisation(s) to which your organisation is affiliated and use the codes below to specify the form of the affiliation(s):

- (D): Direct control;
- (I): Indirect control.

If the affiliate is intended to be a sub-contractor, add (S) and the short name of the sub-contractor.

Brief description of the structure and the activities: Describe the organisation of the coordinating/associated beneficiary and its legal status, activities and expertise. The description should enable the Commission to evaluate its operational and technical reliability, i.e. to check whether it has the experience and expertise necessary to ensure successful implementation of the project.

For non-profit organisations, please provide the key elements that prove that the organisation is recognised as such.

- Form A5 only

Annual turnover: To be provided by all non-public associated beneficiaries for which this type of information is available. If not applicable, write “**N/A**”. Information from the last financial year should be used. The amount (in euros) should be given for the organisation as a whole and not just for the subsidiary or department carrying out the work.

Last financial year: Indicate the year for which the figures in this section are provided, e.g. 2007.

- Form A6

If co-financers other than the European Commission are envisaged in the project, this form becomes compulsory. Complete one form per co-financer (A6/1, A6/2, A6/3, etc.). Indicate all amounts in euros (€). Remember that the amounts in form A6 must be consistent with the amounts indicated in financial forms F0 and F1.

- Form A7

For any of the three questions that do not apply, please reply “**NO**”.

Applicants frequently underestimate the importance of this form. The Commission pays particular attention to the fact that certain measures may and should be financed by other EU instruments. The limited resources of this programme must be used in the most efficient way and overlaps with other EU financial instruments must be avoided. Applicants should check this possibility before submitting a request for co-financing. Only if sufficient evidence is given that the application is addressed to the most appropriate EU financial instruments and/or that the action proposed is/would not be eligible under such schemes will the Commission consider the proposed action for financing.

- Form A8 – NOT APPLICABLE TO THIS CALL FOR PROPOSALS.

- Form A9

Complete this form carefully! Note that the form on this page is only an example. The form specifically adapted to the legal status of the coordinating beneficiary and to the country/language concerned is available from the indicated link, which leads to a web application that can be filled in and printed.

- Form A10

Complete this form carefully! Note that the form on this page is only an example. The form specifically adapted to the country/language of the bank account is available from the indicated link, which leads to a web application that can be filled in and printed. The bank stamp and the signature of its representative are not required if the form is accompanied by a copy of a recent bank statement (not older than three months before submission of the grant application). The signature of the account-holder is obligatory in every case.

N.B.: The account should be opened in the name of the applicant organisation.

- Form A11

As soon as a proposal is received, the Commission will complete and return this form to the applicant by e-mail or fax, depending on which field was filled in. This receipt in no way implies any judgment on the eligibility of the proposal, but only confirms that the application has been received by the Commission. Applicants who have not received it within 14 days after the closing date for submission of applications should contact the Commission at the e-mail address indicated in the preface.

- Form T1

The summary is an important part of the proposal. It can be used for information purposes within the Commission and may subsequently serve for communication purposes.

- Form T2

This form should provide a clear overview of all **tasks** involved in the project with their start and end dates, measures and deliverables (**the Commission recommends limiting the number of tasks to ten**). The task should be identified using capital letters from “A” onwards.

- Forms T3a and T3b

It is important to break down the tasks to a level that allows the Commission to assess the maturity of the project in terms of planning and preparation. Avoid descriptions that are too general. The breakdown should allow the Commission to monitor progress during implementation.

Form T3a

The breakdown should list the measures, each participant's responsibilities and the expected result. Use one form T3a per task. The budget breakdown per task and measure is requested in financial forms F2a and F2b.

For each task, specify the following:

Task A.1

Name of task;

Description (what, how and where): Task breakdown;

Reasons why it is necessary;

Who is responsible for implementing it: give breakdown;

Expected results (quantitative information when possible): define targets. The targets should, as far as possible, be measurable both during implementation and after completion of the tasks;

Constraints: list potential constraints and how they are to be overcome.

Form T3b

Deliverables should be indicated on form T3b. Each significant part of the project should conclude with a deliverable which is the tangible output and evidence of the work **with a deliverable date and description**.

Deliverables should be limited in number and be specific and verifiable.

Deliverables should be described in clear words explaining what can be expected in terms of content and detail. A deliverable could take the form of a report or action such as training or exercises, organisation of a conference with production of the related proceedings, publication of a book, completion of a manual of working procedures, software, videos, etc.

This form should also include the dates of delivery of the progress report(s) on technical and financial implementation to the Commission during the project. (For further details on reporting requirements, see Article 11 of the common provisions applicable to civil protection projects and Annex II to the model grant agreement, both of which are published together with this call for proposals.)

For projects with a duration of **12 months or less**, the beneficiary should deliver **one progress report half-way through the project**, counting from the start date specified in Article 2 of the special conditions (e.g. for a 12-month project, the progress report should be delivered before the end of month 6).

For projects with a duration of **more than 12 months**, **two progress reports** should be submitted **at regular intervals** over the duration of the project (e.g. if a project takes 15 months, the first progress report should be submitted before the end of month 5 and the second before the end of month 10).

Two tasks are compulsory:

1. TASK MANAGEMENT AND REPORTING TO THE EUROPEAN COMMISSION

Describe how the project will be organised. Include a brief but clear organisation chart showing the technical and administrative staff involved (who, how many and main tasks). Also indicate how monitoring and feedback on the project will be organised (evaluation sheets distributed to participants in seminars). For reporting requirements, see the detailed explanations given in section 9.6.1 on form T3b.

Applicants are required to budget in their proposal for financing the (travel, accommodation and subsistence) costs for two one-day meetings in Brussels, for the kick-off of the project and for a second meeting. For each meeting, the costs should be budgeted for not more than three persons, of whom at least two will be representing the coordinating beneficiary.

2. TASK DISSEMINATION

Describe how the results of the project will be disseminated. Possible channels are:

- **Media work.**
- **Organisation of events for the community or for visitors**, e.g. public information meetings, meetings with interest groups, guided tours, etc. Describe exactly what is planned and who the target audience is.
- **Workshops, seminars and conferences:** If beneficiaries and/or associated beneficiaries are attending, specify which (if already known). If the beneficiary and/or associated beneficiaries are organising the event, describe exactly what the topic will be, how it contributes to the objectives and who will be invited (note that the Commission must be invited and, whenever possible, beneficiaries who are implementing or have implemented similar projects ought to be invited in order to foster networking). Finally, describe the output of each event and how it will be disseminated.
- **Production of brochures, films, etc.** Specify exactly what is planned (subject-matter, number of copies and distribution to whom). The target audience should be precisely defined and justified. Note that all such material must bear a clear reference to the Community's financial support in order to be considered eligible for reimbursement and that one copy of each product must be annexed to the progress/interim report or final report.
- **Technical publications on the project:** If already known, indicate in which journal these are to be published. Such publications must acknowledge the Community's financial support.

- For **on-site related projects** the beneficiary is required to install and maintain notice-boards describing the project at strategic places accessible to the public. The EU logo should always appear on them.
- The beneficiary is required to show the main results of the project (e.g. summary and detailed activity reports, etc.) on newly created or existing **websites**. The relevant internet address should be included in the reports on the project.
- The beneficiary is required to produce a **layman's report** on paper and in electronic format at the end of the project. It must be 5 to 10 pages long and presented in English and, optionally, the language of the beneficiary. Please make sure that the Commission has approved the report before it is published.
- **Please take particular care when choosing the technologies, consumables and equipment necessary for producing awareness-raising material. Environmentally-friendly products/technologies should be given preference.**

Form T4

Describe how the project will be continued after the end of the Community co-funding, what action is required to consolidate the results and what mechanisms will be put in place to make sure that this is done.

Indicate what will become of the personnel assigned to the project. Clarify the future use to be made of durable goods.

When planning proposals, careful consideration should be given to how to ensure that the results of the project are eventually applied and/or used and also to whether it is opportune to include any action deemed necessary to remove obstacles that might prevent the results from being implemented and/or used.

9.6.2 Part 2: Form F

The financial section consists of 11 forms. It is available for download as an Excel file from:

<http://ec.europa.eu/environment/civil/index.htm>.

All the forms should be completed, printed out and inserted in the application. The cells marked in yellow contain formulas and therefore should not be completed.

General

The Community contribution will be calculated on the basis of the eligible costs. For information on the different cost categories and on ineligible costs, see Articles 24 and 25 of the common provisions (see Chapter 8).

Internal invoicing (i.e. costs which result from transactions between departments of a beneficiary) is not allowed, unless it can be proved that such transactions offer the best value for money and exclude all profit, VAT and overheads.

All amounts, where applicable, should be excluding VAT, unless the coordinating/associated beneficiaries are unable to recover VAT. In that case the amount should be including VAT. All costs should be in euro (€) and the amounts rounded to the nearest whole euro.

- Form F0 – Provisional budget

This form is filled in automatically, based on the data provided in forms F1 and F3 to F8, except for:

- **Indirect costs/overheads:** Enter the amount requested. Overheads are eligible as a flat rate up to a maximum of 7% of the total direct eligible costs.
- **Requested EC contribution:** Enter the financial contribution requested from the European Commission.

- Form F1 – Project funding breakdown

This form indicates the funding of the project by the beneficiaries and/or co-financer(s) and the EC contribution requested per beneficiary.

Beneficiary No: Use the number given in the beneficiary profiles in forms **A4** and **A5**.

Beneficiaries' short name: As in forms **A4** and **A5**.

Total costs of the action in €: Indicate the total costs of the action taken by the beneficiaries as in forms **A2** and **A3**.

Coordinating beneficiary contribution: Indicate the amount of the financial contribution provided by the coordinating beneficiary, as indicated in form **A2**. This amount cannot include contributions by co-financers (form **A6**).

Associated beneficiary contribution: Indicate the financial contribution from each associated beneficiary, as indicated in form **A3**. This amount cannot include contributions by co-financers (form **A6**).

Amount of EC contribution requested: Indicate the financial contribution requested from the European Commission by the coordinating beneficiary and each of the associated beneficiaries.

Co-financer name: As in the co-financer profile and commitment form **A6**.

Amount of co-financing in €: Indicate the financial contribution of each co-financer as in form **A6**.

- Form F2 (a and b)

For every task described in technical forms T2 and T3, provide a detailed breakdown of costs per cost category in form **F2a**. In form **F2b**, provide an overview of the costs per action, without any breakdown into the different cost categories.

Particular attention should be paid to the coherence of the costs presented. In particular, make sure that the totals for each cost category are the same as those calculated in forms **F3 to F7**.

Depending on the number of tasks, rows may have to be added to these tables. Information should be consistent with the contents of the technical forms. If not applicable, applicants should disregard this form – it has been kept as a blank sheet, for numbering purposes only.

- Notes common to forms F3 to F7

A "reference to the task ID/action" is required for all budget items reported in accordance with technical form T3a. Should a budget item refer to more than one task ID/action, each one of them should be indicated.

- Form F3 – Personnel costs (direct costs only)

General: In conformity with Article 172a(2e) of Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of the Financial Regulation, as amended by Commission Regulation (EC) No 1248/2006 of 7 August 2006, the salary costs of civil servants may be considered only to the extent that they relate to activities which the relevant public authority would not carry out if the project concerned were not undertaken.

Type of contract: Indicate the exact legal name of the type of contract (permanent staff, temporary, etc.). Service contracts with individuals may be charged to this category on condition that the

individual concerned works on the coordinating/associated beneficiary's premises and under its supervision and provided this practice complies with the relevant national legislation. The time that each individual spends working on the project must be recorded using time-sheets drawn up and certified by the beneficiary/partner.

Category: Identify each category or grade in a clear and unambiguous manner to enable the European Commission to monitor the labour resources allocated to the project, analyse cost claims and carry out audits. Examples of staff categories are project manager, senior engineer, technician/worker, etc. Where known, indicate the name of the person. In this case, one line should be used per person.

Annual gross salary: Indicate the gross salary or wages plus obligatory social charges but excluding any other costs. The salary for a category may be based on indicative average rates if they fairly reflect the grades working on the project. In either case, the average must reasonably reflect the personnel cost of the project. Remember that, should the proposal be financed by the Commission, only the real costs (e.g. actual salaries) will be considered eligible.

Daily rate: The daily rate should be calculated on the basis of the annual number of working days under the relevant national legislation, collective agreements, employment contracts, etc. An example for determining the total number of working days per year could take the following form (depending on what is established in the appropriate legislation):

Days/year	365 days
Minus 52 weekends	104 days
Minus annual holidays	25 days
Minus statutory holidays	11 days
= Total working days	<u>225 days</u>

The **number of working days assigned to the project** reflects the number of days needed to carry it out.

If temporary staff are employed, the method set out above might not be applicable. In this case, the method should be explained and details on calculation of the budgeted costs should be provided on the form.

- Form F4 – Travel and subsistence costs

More than one line may be used to describe the reasons for travel or destination, if necessary, but costs may be presented collectively, e.g. as the total for all technical coordination meetings. Clear descriptions should always be given. Indicate whether the persons travelling are personnel of the applicant, partner(s) or other persons (e.g. members of a steering committee, experts, participants in exercises, etc.).

Journey: Specify the country and city of origin and destination, if already known. If applicable, for repeated visits to the project area write "project area".

Reason for travel: Specify the reason for travel, for example "dissemination event", "technical coordination meeting" or "project area visit".

Travel costs: Travel costs must be charged in accordance with the internal rules of the coordinating/associated beneficiary. Coordinating and associated beneficiaries should endeavour to

travel in the most economical and environmentally friendly way. Indicate unit travel costs. Data from previous experience or quotes from a travel agent may be used for this purpose.

Subsistence costs: These cover hotel costs, meals, sundry expenses, local transport, etc. and should be applied in accordance with the internal rules of the coordinating/associated beneficiary. *If there is no such rule, the subsistence costs must not exceed the scales approved annually by the Commission (see Chapter 12).*

N.B.: Subscription fees for conferences or events should be declared under “Other direct costs”.

- Form F5 – Equipment costs

Supplier/procedure: Specify the legal name of the supplier (if already known). Specify the procedure followed or planned for selecting the supplier, e.g. “public tender”, “direct treaty”, “framework agreement”, etc. Sub-contracts by a “public” beneficiary must be awarded in accordance with the applicable rules on public tendering and with the Community Directives on public tendering procedures.

The “private” coordinating/associated beneficiaries must invite competitive tenders from potential sub-contractors and award the contract to the bid offering best value for money; in doing so they must observe the principles of transparency and equal treatment of potential sub-contractors and take care to avoid any conflicts of interest.

Description: Give a clear description of each item, e.g. “computer”, “database software”, etc.

Purchase costs: Indicate the full cost of the equipment, without any depreciation.

Depreciation rate: The coordinating/associated beneficiary must apply its internal accounting standards to calculate the rate of depreciation applicable to each item. To do this, they must take into account the date of purchase, the duration of the project and the rate of actual use for the purposes of the project. Only depreciation costs for equipment purchased during the lifespan of the project may be recorded in this category.

- Form F6 – Sub-contracting/external assistance costs

More than one line may be used for the description of the sub-contract, if necessary. A clear description of the service should be given.

Provider/procedure: Specify the legal name of the service provider (if already known) and the procedure followed or planned to sub-contract to the provider, e.g. “public tender”, “direct treaty”, “framework agreement”, etc. Sub-contracts by a “public” coordinating/associated beneficiary must be awarded in accordance with the applicable rules on public tendering and with the Community Directives on public tendering procedures.

The “private” coordinating/associated beneficiaries must invite competitive tenders from potential sub-contractors and award the contract to the bid offering best value for money; in doing so they must observe the principles of transparency and equal treatment of potential sub-contractors and take care to avoid any conflicts of interest.

Description: Give a clear description of the subject of the sub-contract/service to be provided, for example “conducting impact assessment”, “maintenance of ...”, “renting of ...”, “consultancy on ...”, “webpage development”, “on-site assistance”, “organisation of dissemination event”, etc.

N.B.: Costs related to purchasing or leasing (as opposed to renting) equipment supplied under sub-contracts are not to be charged to the budget heading for sub-contracting/external assistance. They should be declared separately under the budget heading for equipment.

N.B.: Coordinating and associated beneficiaries cannot sub-contract to one another or to themselves (e.g. between departments or subsidiaries).

If Article 31(1) of the common provisions requires an **independent financial audit**, the coordinating beneficiary should incorporate an appropriate cost under sub-contracting. The purpose of the audit report is to certify that the accounts submitted are sincere, reliable and substantiated by adequate supporting documents. The auditor must also certify that all costs incurred comply with the conditions set out in the grant agreement. (N.B.: For public bodies, the financial audit can be conducted by the appropriate internal audit services of the institution.)

For further information on the rules applicable to subcontracts, see Article 8 of the common provisions.

- Form F7 – Other direct costs

Supplier/procedure: As above, if applicable.

Description: Give a clear description of the other costs, e.g. type of consumables, financial costs such as bank guarantee (if required by the Commission), registration fees, etc.

Communication costs (e.g. telephone or mail), costs related to buildings (e.g. rent, heating and electricity) and general administrative expenses (e.g. office equipment and stationery) should be charged to overheads, unless it can be proven that the cost item is directly and exclusively linked to the project. If applicable, specify the unit used (e.g. pages).

Bank guarantee: A guarantee from a bank or financial institution equal to the amount of the advance payment (pre-financing) and covering the duration of the project plus six months is obligatory only if the pre-financing equals over 80% of the total Community contribution and exceeds €60 000. This obligation does not apply to public-sector bodies and international organisations. This guarantee may be replaced by a joint and several guarantee from a third party or by a joint guarantee from the beneficiary and its associated beneficiaries in the project. The guarantee must be denominated in euros.

- Form F8 – “In kind” contributions [1]/costs not included in the budget [2]

[1] refers to voluntary work or other services or assets that will be available for the project free of charge and may be accounted as a “virtual” cost for information purposes only, e.g. working time free of charge, free use of premises, accommodation, meals, etc. [2] refers to action that is necessary for implementation but which is either not eligible or which the applicant does not wish to include in the budget. None of these amounts is used to determine the EC contribution. Nevertheless, they are important in order to assess the real total cost of the project.

- Form F9 – Determination of financial capacity

Simplified balance-sheet and profit-and-loss account

Form F9 has to be completed **by private applicants only**. Applicants considered public entities or international organisations (see section 6.2) do not have to complete this form. Private applicants must indicate if they are a profit-making or non-profit-making company/organisation.

Form F9 collects financial data based on the company’s/organisation’s balance-sheet and profit-and-loss account in a standardised form. A table of equivalence between the different classifications of accounts compared and the Fourth Directive on accounting harmonisation is set out below. This form

must be completed carefully. Given its complexity, it should be completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. It is therefore very important that the data reported are accurate. The Commission may wish to cross-check the data with those reported in the official certified accounts (to be submitted as obligatory documents by private applicants). For this purpose, the Commission reserves the right to ask for further documentation during the evaluation process.

The amounts must be entered in euros. For financial statements established in other currencies, refer to the EC InforEuro exchange rates (for the closing date of the statement) available on: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>.

Abbreviations *t-1* and *t0*

The abbreviation *t0* stands for the last certified balance-sheet and profit-and-loss account; *t-1* is the balance-sheet prior to the last certified one. Consequently, *closing date t0* is the closing date of the last certified balance-sheet; *closing date t-1* is the closing date for the penultimate balance-sheet. *Duration t0* is the number of months covered by the last balance-sheet. *Duration t-1* is the number of months covered by the penultimate certified balance-sheet.

BALANCE-SHEET	EQUIVALENT IN THE 4TH ACCOUNTING DIRECTIVE	
ASSETS	ASSETS/4TH ACCOUNTING DIRECTIVE (Article 9)	
1. Subscribed capital unpaid	A. Subscribed capital unpaid	A. Subscribed capital unpaid (including unpaid capital)
2. Fixed assets	C. Fixed assets	
2.1. Intangible fixed assets	B. Formation expenses as defined by national law C. I. Intangible fixed assets	B. Formation expenses as defined by national law C.I.1. Costs of research and development C.I.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C.I.3; or (b) created by the undertaking itself C.I.3. Goodwill, to the extent that it was acquired for valuable consideration C.I.4. Payments on account
2.2. Tangible fixed assets	C.II. Tangible fixed assets	C.II.1. Land and buildings C.II.2. Plant and machinery C.II.3. Other fixtures and fittings, tools and equipment C.II.4. Payments on account and tangible assets in course of construction
2.3. Financial assets	C.III. Financial assets	C.III.1. Shares in affiliated undertakings C.III.2. Loans to affiliated undertakings C.III.3. Participating interests C.III.4. Loans to undertakings with which the company is linked by virtue of participating interests C.III.5. Investments held as fixed assets C.III. 6. Other loans C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)
3. Current assets	D. Current assets	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished goods and goods for resale D.I.4 Payment on account
3.2.1. Debtors due after one year	D.II. Debtors due and payable after more than one year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interests D.II.4. Other debtors D.II.6. Prepayments and accrued income
3.2.2. Debtors due within one year	D.II. Debtors due and payable within a year	D.II.1. Trade debtors D.II.2. Amounts owed by affiliated undertakings D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interests D.II.4. Other debtors D.II.6. Prepayments and accrued income
3.3. Cash at bank and in hand	D.IV. Cash at bank and in hand	D.IV. Cash at bank and in hand

3.4. Other current assets	D.III Investments	D.III.1. Shares in affiliated undertakings D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) D.III.3. Other investments
Total assets	Total assets	

LIABILITIES	LIABILITIES/4TH ACCOUNTING DIRECTIVE (Article 9)	
4. Capital and reserves	A. Capital and reserves	
4.1. Subscribed capital	A.I. Subscribed capital A.II. Share premium account	A.I. Subscribed capital A.II. Share premium account
4.2. Reserves	A.III. Revaluation reserve A.IV. Reserves	A.III. Revaluation reserve A.IV.1. Legal reserve, in so far as national law requires such a reserve A.IV.2. Reserve for own shares A.IV.3. Reserves provided for by the articles of association A.IV.4. Other reserves
4.3. Profit and loss brought forward from previous years	A.V Profit and loss brought forward from previous years	A.V Profit and loss brought forward from previous years
4.4. Profit and loss for the financial year	A.VI. Profit or loss for the financial year	A.VI. Profit or loss for the financial year
5. Creditors	C. Creditors	
5.1.1 Long-term non-bank debt	B. Provisions for liabilities and charges (> one year) C. Creditors (> one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.1. Long-term bank debt	C. Creditors (credit institutions) (> one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
5.1.2. Short-term non-bank debt	B. Provisions for liabilities and charges (= one year) C. Creditors (= one year)	B.1. Provisions for pensions and similar obligations B.2. Provisions for taxation B.3. Other provisions C.1. Debenture loans, showing convertible loans separately C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks C.4. Trade creditors C.6. Amounts owed to affiliated undertakings C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests C.8. Other creditors including tax and social security C.9. Accruals and deferred income
5.2.2. Short-term bank debt	C. Creditors (credit institutions) (= one year)	C.2. Amounts owed to credit institutions C.5. Bills of exchange payable
Total liabilities	Total liabilities	

PROFIT-AND-LOSS ACCOUNT	PROFIT-AND-LOSS ACCOUNT/4TH ACCOUNTING DIRECTIVE (Article 23)	
6. Turnover	1. Net turnover	1. Net turnover
7. Variation in stocks	2. Variation in stocks of finished goods and in work in progress	2. Variation in stocks of finished goods and in work in progress
8. Other operating income	3. Work performed by the undertaking for its own purposes and capitalised 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalised 4. Other operating income
9. Costs of material and consumables	5. (a) Raw materials and consumables 5. (b) Other external charges	5. (a) Raw materials and consumables 5. (b) Other external charges
10. Other operating charges	8. Other operating charges	8. Other operating charges
11. Staff costs	6. Staff costs	6. (a) Wages and salaries 6. (b) Social security costs, with a separate indication of those relating to pensions
12. Gross operating profit	Gross operating profit	
13. Depreciation and value adjustments on non-financial assets	7. Depreciation and value adjustments on non-financial assets	7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets 7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking concerned
14. Net operating profit	Gross operating profit - Depreciation and value adjustments on non-financial assets	
15. Financial income and value adjustments on financial assets	Financial income and value adjustments on financial assets	9. Income from participating interests 10. Income from other investments and loans forming part of the fixed assets 11. Other interest receivable and similar income 12. Value adjustments in respect of financial assets and of investments held as current assets
16. Interest paid	Interest paid	13. Interest payable and similar charges
17. Similar charges	Similar charges	
18. Profit or loss on ordinary activities	Profit or loss on ordinary activities	15. Profit or loss on ordinary activities after taxation
19. Extraordinary income and charges	Extraordinary income and charges	16. Extraordinary income 17. Extraordinary charges
20. Taxes on profits	Taxes	14. Tax on profit or loss on ordinary activities 19. Tax on extraordinary profit or loss 20. Other taxes not shown under the above items
21. Profit or loss for the financial year	Profit or loss for the financial year	21. Profit or loss for the financial year

10. KEY REFERENCES AND WHERE TO FIND THEM

- TO CHECK THE RELEVANT LEGAL FRAMEWORK FOR THIS CALL FOR PROPOSALS (e.g. Civil Protection Financial Instrument, 2009 Work Programme) AND TO FIND FURTHER INFORMATION ABOUT EUROPEAN CIVIL PROTECTION, VISIT:

<http://ec.europa.eu/environment/civil/index.htm>.

- TO FIND THE MONTHLY EXCHANGE RATES APPLIED BY THE COMMISSION FOR THE EURO, VISIT:

<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>.

- FOR FURTHER INFORMATION ABOUT COMMUNITY FUNDING IN THE FIELD OF THE ENVIRONMENT, VISIT:

http://ec.europa.eu/environment/funding/intro_en.htm.

- IF YOU ARE UNABLE TO ACCESS THESE DOCUMENTS VIA THE WEB, CONTACT THE COMMISSION BY E-MAIL AT:

ENV-A3@ec.europa.eu.

AS SOON AS THE CALL FOR PROPOSALS IS PUBLISHED, LINKS TO THE FOLLOWING DOCUMENTS WILL BE AVAILABLE ON THE CIVIL PROTECTION WEBSITE:

- *Grant Agreement – Special Conditions*
- *Grant Agreement – Common Provisions*
- *Guidelines on Partnership Agreements*

11. CHECKLIST BEFORE SUBMITTING A GRANT APPLICATION

GENERAL

- **All three parts of the application forms (administrative, technical and financial) must be fully completed** with all the information requested. Do not forget that the budget indicated in the financial part must be balanced between costs and revenue.
- **One original** (clearly identified) plus the **two copies** required must be submitted (including one electronic version).
- The **standard forms** must have been used.
- **Forms must not be handwritten.**

SIGNATURES

- **Form A2 must be duly signed and dated** by the applicant (coordinating beneficiary).
- As regards the further participants, form A3 must be duly **stamped, signed and dated** by **each** associated beneficiary.
- As regards any other co-financers apart from the applicant, the partner(s) and the Commission, **form A6 must be duly signed and dated** by each co-financer (one form per co-financer).
- **Form A9 must be duly signed, dated and stamped** by the legal representative of the applicant.
- **Form A10 must be duly signed, dated and stamped** by the account-holder and the bank representative (unless a recent copy of a bank statement is attached).

OBLIGATORY ANNEXES

- **Do not forget to attach the obligatory annexes** described in section 9.3!

12. DAILY ALLOWANCE AND MAXIMUM HOTEL COSTS IN ELIGIBLE COUNTRIES

Destination	Daily allowance	Hotel rates
Austria	95	130
Belgium	92	140
Bulgaria	58	169
Croatia	60	120
Cyprus	93	145
Czech Republic	75	155
Denmark	120	150
Estonia	71	110
Finland	104	140
France	95	150
Germany	93	115
Greece	82	140
Hungary	72	150
Iceland	85	160
Ireland	104	150
Italy	95	135
Latvia	66	145
Liechtenstein	80	95
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Norway	80	140
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
UK	101	175