



Financial Instruments 2014-2020 under European Structural and Investment Funds (ESIF)

*How to understand a call for proposals and
key provisions of a grant agreement*

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How to understand a call for proposals and key provisions of a grant agreement

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AGENDA

- Key elements of a call for proposals
 - **What**
 - **When**
 - **How**
 - **Who**
- Grant Agreement
- Additional information

Structure of a call for proposal

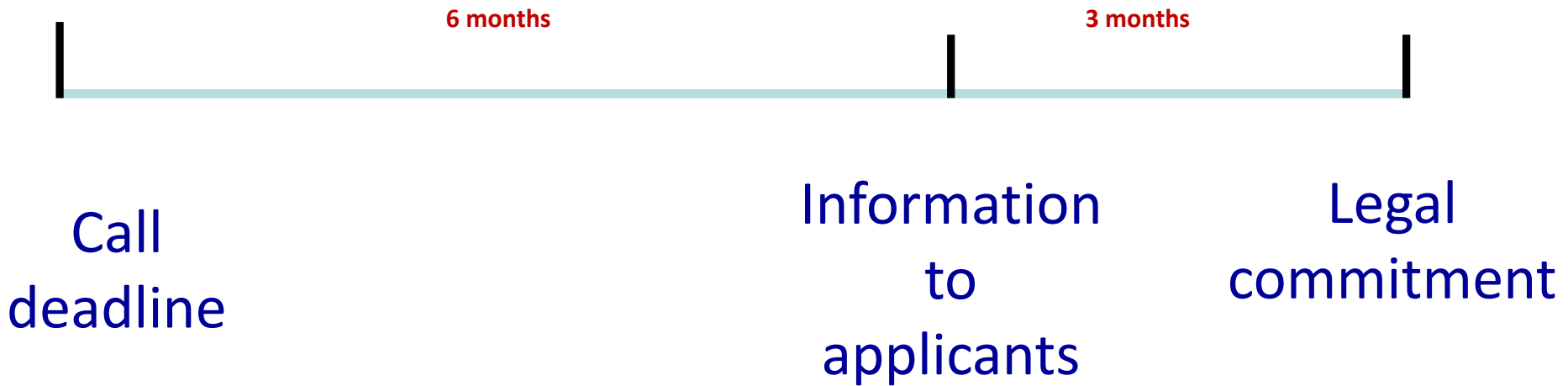
- Context and objectives of the call
- Budgets, max co-financing rate, max grant amount, eligible costs
- Indicative timetable, including the deadline for the submission of proposals
- Admissibility criteria
- Eligibility criteria for applicants and grant actions
- Selection criteria (financial and operational capacity)
- Award criteria
- Contact data for more information

What to apply for?

- The action must contribute to the objectives of the call and meet eligibility criteria of the action
- You apply for an **EU grant** for this action, which can be calculated as follows:
 - for direct eligible costs
 - indirect costs (% in relation to direct eligible costs)
 - * co-financing rate
- The max. grant amount as indicated in the call must not be exceeded
- The max. co-financing rate as indicated in the call must not be exceeded
- Categories of eligible costs will be specified in the call

When?

TIME TO GRANT



How to apply?

- Filling in a mandatory application form, including budgetary estimations using a model provided (balanced budget)
- Duly completed, signed, dated
- Applications can be provided in any of the official EU languages. However, applications in English would facilitate the selection procedure
- Respecting the **deadline** indicated in the call
- Submission on paper, applications by fax or e-mail will not be accepted
- If there is a need to clarify certain aspects or for the correction of clerical mistakes, the Commission may contact the applicant for this purpose during the evaluation process

Who can apply?

- Eligible applicants
- Exclusion criteria to be respected (declaration)
- Beneficiary: Mono- or multi-beneficiary (with coordinator who is mandated to sign)
- Affiliated entities
- What and how other third parties can be involved?

Third parties	Description	Costs
<p><u>Affiliated entities</u></p> <p><i>art. 122 FR</i> <i>art 126 (4) FR</i> <i>art. 199 RAP</i></p>	<ul style="list-style-type: none"> - entities with legal or capital link to the beneficiary - entities composing the beneficiary 	<p>entitled to incur eligible costs themselves</p>
<p><u>Third parties in receipt of financial support</u></p> <p>C</p> <p><i>art. 137 FR</i> <i>art. 210 RAP</i></p>	<p>entities or natural persons receiving financial support from the beneficiary as part of the action</p>	<p>the financial support represents eligible costs of the beneficiary</p>
<p><u>Contractors and sub-contractors</u></p> <p><i>art. 137 FR</i> <i>art. 209 RAP</i></p>	<p>entities/persons signing a procurement contract with the beneficiary</p>	<p>costs entailed to such contracts represent eligible costs of the beneficiary</p>

Financial support to third parties

Limits

60 000 € per third party unless the financial support is the primary aim of the action

Conditions to be defined without a margin of discretion:

Types of activity (fixed list)

Persons or categories of persons in receipt of financial support

Criteria to give financial support

Maximum amount

Criteria for determining the exact amount

Contracts v. Sub-contracts

Contracts

Contracts concluded between the beneficiary and a third party where the implementation of the action requires procurement of goods, works or services

Sub-contracts

Cover the implementation of tasks forming part of the action

Implementation Contracts

General conditions:

If contract value $\leq 60\,000\text{ €}$

- best value for money or lowest price
- avoiding conflict of interests

If contract value $> 60\,000\text{ €}$

- RAO may impose additional rules based on FR

National public procurement rules applicable to contracting authorities in the Member States.

Sub-contracting

Covers only limited part of the action

Is justified by the nature of action

Related costs - identifiable in the budget

Provided in the description of the action/technical report of the beneficiary

Approved by the Commission

Tasks of coordinator must not be subcontracted.

Which applicants can be retained?

- The applicants shall have and demonstrate their **financial and operational capacity** to carry out the proposed action
- Financial capacity: Verification waived for public bodies; for private bodies the supporting documents to be provided will be specified in the call (e.g. for low value grants only declaration of honour)
- Operational capacity: Verification for public bodies may be waived based on a risk assessment; supporting documents to be provided will be specified in the call

Who will be awarded an EU grant?

- Award criteria will be specified in the call
- Examples of award criteria are: relevance to the objectives of the call, effectiveness and efficiency of the methodology, relevance of means, geographical coverage, innovative nature of the action, impact and dissemination of the results
- They might be weighted
- There might be one or more thresholds specified for applications to pass
- The Commission will use exclusively these criteria to evaluate the received proposals

Grant agreement (1)

- Once selected, the beneficiary will sign a grant agreement with the Commission
- Please note that by signing the application, the applicants declare that, in case they are awarded a grant, they accept the conditions defined in the model grant agreement
- A grant agreement has two main parts: special conditions and general conditions

Grant agreement (2)

- Key elements of special conditions are:
 - Entry into force of the agreement and duration of the action
 - Maximum amount and co-financing rate of the grant
 - Provisions on reporting, payments and payment arrangements

Grant agreement (3)

- General conditions are the standard clauses used by the Commission, for instance regarding:
 - Obligations and roles of beneficiaries, liabilities
 - Confidentiality, conflict of interest and processing of personal data
 - Visibility of EU funding
 - Awards of contracts and subcontracting
 - Suspension of the action, termination of the agreement
 - Eligible costs
 - Checks, audits and evaluation

Additional Information

- The call will specify the e-mail address to which applicants will be able to send their questions
- To respect the equal treatment principle, all questions received and Commission's responses to them will be published on the dedicated website (Q&A)
- Certain questions, e.g. on the eligibility of an applicant or the quality of the envisaged action, will by principle not be replied by the Commission
- The recording of today's session will be available online
- Another information session for eligible beneficiaries will be organised in March
- In addition applicants should consult the website regularly for important updates, e.g. on the deadlines (after the publication of the call)

**Thank you for your
attention!**

Questions & Answers