



Union Civil Protection Mechanism (UCPM)

Call for proposals

Network Partnership
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CALL FOR PROPOSALS

TABLE OF CONTENTS

0. Introduction	4
1. Background.....	5
2. Objectives — Outcomes and outputs — Activities that can be funded — Expected impact.....	10
Objective 1	10
Outcomes	10
Outputs	10
Activities that can be funded	11
Expected impact.....	11
Objective 2	11
Outcomes	12
Outputs	12
Activities that can be funded	12
Expected impact.....	13
3. Available budget	13
4. Timetable and deadlines	14
5. Admissibility.....	15
6. Eligibility.....	16
Eligible participants (eligible countries).....	16
Consortium composition	17
Eligible activities.....	18
Geographic location (target countries).....	18
7. Financial and operational capacity and exclusion.....	18
Financial capacity	18
Operational capacity	19
Exclusion	19
8. Evaluation and award procedure	20
9. Award criteria.....	21
10. Legal and financial set-up of the Grant Agreements.....	23
Starting date and project duration	23

Milestones and deliverables.....	23
Form of grant, funding rate and maximum grant amount.....	24
Budget categories and cost eligibility rules.....	24
Reporting and payment arrangements.....	25
Pre-financing guarantees	25
Certificates	26
Liability regime for recoveries	26
Provisions concerning the project implementation.....	26
Other specificities	27
Non-compliance and breach of contract	27
11. How to submit an application.....	27
12. Help	28
13. Important	29

0. Introduction

This is a call for proposals for EU **action grants** in the field of **Union Civil Protection Knowledge Network (hereinafter the “Knowledge Network”)** under the **Union Civil Protection Mechanism**.

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

- Regulation (EU, EURATOM) 2018/1046 ([EU Financial Regulation](#))
- the basic act ([UCPM Decision No 1313/2013/EU](#))¹.

The call is launched in accordance with the 2021-2024 Multiannual Work Programme² and will be managed by the **European Commission, Directorate-General for European Civil Protection and Humanitarian Aid Operations (DG ECHO)**.

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

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

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - Available budget and timetable (sections 3 and 4)
 - admissibility and eligibility conditions, criteria for financial and operational capacity and exclusion (sections 5, 6 and 7)

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A02013D1313-20210101>

² https://ec.europa.eu/echo/funding-evaluations/financing-civil-protection/work-programmes-response-decisions_en#ecl-inpage-994

- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc.*)

You are also encouraged to visit the [Funding & tender opportunities portal](#) to consult the list of projects funded under the 2020/2021 Call for Proposals on Knowledge Network Partnerships.

1. Background

Europe and its neighbours have been subject to a quickly evolving risk and disaster landscape, facing a wide range of natural and human-induced hazards, many of which become progressively more prevalent, complex and urgent to tackle³. Those hazards often turn to natural disasters such as wildfires, extreme temperatures and droughts; earthquakes and tsunamis; floods; cyclones and storms; and epidemics and health emergencies as well as human-induced disasters including industrial accidents, transport accidents, pollution and chemical-biological-radiological-nuclear (CBRN) incidents. Whether natural or human-induced, those disasters cause casualties, affect increasingly higher numbers of people, critical infrastructure, properties, cultural heritage and the environment, and disrupt societies.

Aggravating factors, such as climate change, further exacerbate the exposure and the vulnerability of people and assets to damage and result in increased frequency, complexity and severity of disasters while physical, environmental, economic and social vulnerability factors often act as disaster risk triggers. The majority of disaster risks and disasters are cross-border; they affect entire regions and can hit multiple countries simultaneously.

The COVID-19 global pandemic has challenged even more the risk and disaster landscape. Importantly, the speed and patterns of spread of COVID-19 pandemic highlighted the need for higher flexibility, new risk and disaster management approaches, upgrade and adaptation of existing knowledge and skills capacities and evidence-informed policies requiring systemic changes to respond, prevent and prepare for major disasters and crises in an increasingly interconnected world.

³ European Commission, Commission Staff Working Document "[Overview of natural and man-made disaster risks the European Union may face](#)". SWD(2020) 330 final of 30.11.2020.

The Union Civil Protection Mechanism (UCPM) was established to strengthen cooperation and coordination between the European Union and its Member States⁴ in the field of civil protection and disaster risk management.

The UCPM supports the efforts of Member States to protect people, the environment and public and private infrastructure as well as cultural heritage against natural and human-induced hazards and disasters. The objective and scope of the UCPM also covers protection against consequences of acts of terrorism, technological and CBRN incidents, marine pollution and health emergencies occurring inside and/or outside the EU.

On the response front, the UCPM has been further reinforced with a reserve of capacities (the “rescEU reserve”) designed as a safety net against simultaneous, complex and large-scale emergencies that may overwhelm national response capacities. rescEU now includes a fleet of firefighting planes and helicopters⁵; Medevac and EMT-3 capacities⁶; medical stockpiling capabilities⁷; low probability risks with a high impact⁸; and more recently, capacities in the area of CBRN incidents⁹.

The European Union supports, complements and facilitates coordination Member States’ policies and activities in prevention and preparedness inside Europe and across its neighbourhood through a series of actions¹⁰, including through co-financing of projects under, for example, “Prevention and Preparedness in Civil Protection and Marine Pollution¹¹”; regional programmes in Eastern Partnership (PPRD East)¹² and Southern Partnership countries; and the Instrument for Pre-Accession (IPA)¹³, among others.

In the area of preparedness, the European Union provides a range of capacity- and skills-development dynamic, hands-on, participatory activities including the UCPM Training Programme, the Exchange of Civil Protection Experts’ programme, and Civil Protection Exercises, which include full-scale, modules, field and table-top exercises.

Parallel to these activities, prevention and preparedness require better and timely flow of information; improved sharing of knowledge, expertise and skills; and consolidated scientific evidence that can only be achieved through close cooperation and exchange through the Union Civil Protection Knowledge Network, officially launched on 7 December 2021.

According to the legislation¹⁴, the Knowledge Network brings together relevant actors and institutions, including civil protection and disaster management actors, centres of excellence, universities and researchers.

The Knowledge Network builds on existing programmes and activities in the field of research, training, exercises, lessons learnt and knowledge dissemination, while adding new elements to ensure that the UCPM and its community have the knowledge

⁴ In light of Article 28(1a) of Decision No 1313/2013/EU, where reference is made to Member States, it shall be understood as including Participating States as defined in Article 4(12) of Decision No 1313/2013/EU.

⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019D1310&from=EN>

⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019D1930&from=EN>

⁷ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32020D0414&from=GA>

⁸ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32020D0452&from=EN>

⁹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32021D0088&from=EN>

¹⁰ Article 21 of Decision No 1313/2013/EU

¹¹ https://ec.europa.eu/echo/funding-evaluations/financing-civil-protection-europe/prevention-and-preparedness-projects-civil-protection_en

¹² <https://www.pprdeast3.eu/>

¹³ <http://www.ipadram.eu/consortium/>

¹⁴ Article 13 of Decision No 1313/2013/EU.

and expertise to effectively prevent, prepare for and respond to current and emerging risks and challenges in disaster management.

The Knowledge Network's objectives are, among other, to:

- Facilitate communication, interactions, and collaboration between the members of the civil protection and disaster management community, across disciplines and at different levels;
- Enable civil protection and disaster management actors to further develop and share their knowledge, expertise and good practices in an effective and efficient way;
- Enhance the coordination, cooperation, compatibility and complementarity of UCPM actors and capacities to prepare for multi-hazard, cross-sectoral and cross-border disaster scenarios, also in view of emerging risks;
- Enable civil protection and disaster management actors to further develop and share their knowledge, expertise and good practices in an effective and efficient way;
- Promote better visibility and accessibility of prevention and preparedness activities and knowledge, and relevant projects' results beyond their direct beneficiaries;
- Make the scientific knowledge easily accessible and operational, so that it can respond to the needs of different stakeholders.

The Knowledge Network governance arrangements include a Board composed by the UCPM Member and Participating States and the European Commission endowed with strategic planning and oversight functions, and a Secretariat, managed by the European Commission, in charge of operational management, administration, interoperation and smooth information flow. Two main pillars, one on Capacity-Development¹⁵ and another on Science, are responsible for activity planning, development and implementation.

1. The **Capacity-Development** pillar aims to bring together, promote and strengthen capacity development initiatives of relevance to civil protection and disaster management stakeholders, with a special focus towards the UCPM. It builds on existing structures and activities to the extent possible. Training, exercises and other education activities aim to strengthen skills, knowledge, expertise and the individual, organisational and institutional capabilities in disaster prevention, preparedness and response.

2. The **Science** pillar aims to bring together academia, practitioners, and decision-makers for multi-disciplinary, cross-sectoral and cross-border cooperation to apply scientific knowledge to disaster risk management (DRM), and in particular, to prevention and preparedness activities more efficiently. The Science pillar helps to identify, promote and feed the needs of the civil protection community into the national and international research agendas and improves the use and dissemination of existing and developing scientific knowledge in all DRM phases.

The two pillars interact and feed each other by translating scientific findings into applied knowledge and operational outcomes that will in turn contribute to advancing scientific research. Both pillars build on and link to the already existing UCPM Lessons

¹⁵ "Capacity development" is defined as a process whereby people, organisations and society as a whole unleash, strengthen, create, adapt, and maintain capacity over time. It is a process of change that can have an impact on capacities on three levels: individual (skills, knowledge and performance), organisational (work processes, tools and systems) and systemic (the environment within which people and organisations function).

Learnt Programme to ensure that lessons and good practices resulting from UCPM operations and activities feed into the pillars' work for the benefit of the UCPM and the civil protection community at large.

Besides the two pillars, and in line with the convening role of the Knowledge Network, this Call for Proposals aims to select and finance projects that will establish **multidisciplinary thematic communities** in support of both the Capacity-Development and Science pillars. They will bring together practitioners, researchers and experts active in disaster prevention, preparedness and response, along the lines of common risks as well as joint priorities identified by the UCPM Member States and the EU. Thematic communities can focus on a **specific natural or human-induced hazards** (earthquakes, forest/wildfires, floods, medical emergencies/pandemics, CBRN threats etc.), **clusters of hazards** (meteorological, geophysical, hydrological, climatological, technological etc.), **particular preparedness and response scenarios** (emergency medical response, search and rescue operations etc.) while considering wider horizontal priorities such as digitalisation and greening.

The thematic communities should feed their outputs into and complement programmes directly embedded in the two pillars of the Network. Thematic communities will focus on activities such as: disseminating knowledge; developing and running capacity development activities (trainings, workshops etc.); identifying and operationalising good practices, recommendations and lessons learnt, including on COVID-19; enhancing interoperability; helping identify needs for science; testing and validating concepts and innovation; and supporting the piloting and translation of research outcomes into preparedness and response activities.

Thematic communities should contribute to a strengthened risk-based approach that will allow the EU to better prepare for and respond to a variety of scenarios to which citizens, critical infrastructure, properties, cultural heritage and the environment might be exposed.

Thematic communities should consider the EU's international commitments towards disaster risk reduction, in particular those in the Sendai Framework for Disaster Risk Reduction 2015-2030¹⁶ aiming to reduce vulnerabilities and build resilience in infrastructure, communities, livelihoods, cultural heritage and the environment.

The Knowledge Network is developing an **online collaborative platform** that will be operational from Spring 2022¹⁷. The platform will be the virtual hub for the Knowledge Network community to find information, showcase good practices, access online courses and other learning material, make contacts and new connections, and work together on areas of common interest. Bringing together information, resources and activities currently spread across different places, the platform will become the heart of a lively and active network of practitioners and help increase the collective impact of their work. Proposed projects are invited to develop their online presence with a view to link it to the platform and to use its services to strengthen the sustainability of expected project outcomes, avoid duplication in online presence and increase cost-efficiency.

The envisaged thematic communities will operate virtually through the Knowledge Network online platform but they can also operate physically as multinational **centres of expertise** linked to and supported by national civil protection authorities of UCPM Member States and Participating States based on interest expressed by national

¹⁶ [Sendai Framework for Disaster Risk Reduction 2015-2030](#), United Nations Office for Disaster Risk Reduction.

¹⁷ Currently available as information site at <https://civil-protection-knowledge-network.europa.eu/>

authorities to host these thematic communities/centres of expertise in a sustainable manner.

The **thematic communities/centres of expertise** should be able to link to each other in order to form a multidisciplinary network that facilitates exchanges in knowledge, skills and expertise based on more complex scenario approaches. The network should bring together individuals (practitioners, experts, researchers) and institutions (national and local civil protection authorities, research centres, policy centres) involved in the thematic communities/centres of expertise.

While the establishment of a **network of thematic communities/centres of expertise** lies beyond the scope of each individual project under this Call, the thematic communities/centres of expertise should be established in a way that would enable them to become part of such multidisciplinary network.

The added value of the Knowledge Network thematic communities/centres of expertise will be assessed against their multinational and multidisciplinary composition, their contribution to expertise and knowledge convening and sharing, their contribution to the capacity development of civil protection and disaster management actors at the individual, organisational and systemic level, and their networking, communication, and partnership-building capabilities.

Proposed projects should take stock of and build upon **prior achievements and initiatives** carried out by the EU or the Member States in the chosen field. In the case the proposed project aims to continue/expand a previous initiative, it is important to spell out the specific value added by the proposed project in relation to the previous initiative(s). If a proposed project builds upon research undertaken in the context of EU-funded programmes, it is important to present how the project will operationalise the results of the research work and how the end-users will be associated in the implementation.

Needs assessments that will justify the project objective, results and activities should be an integral part of project proposals. Needs assessments should clearly demonstrate the identified needs and gaps in capacity-development initiatives, knowledge, good practices, expertise, scientific evidence and its operationalisation and should guide the project's actions.

Feasibility studies on the creation and development of thematic communities/centres of expertise should be part of the proposed project's outputs and deliverables. Feasibility studies should be carried out as ex-ante assessments on the need for focus on a specific hazard/disaster, the stakeholders to be involved, the geographical scope, the type of capacity-development and applied scientific activities to be carried out and the organisational and operational modalities of the proposed thematic community/centre of expertise.

This Call for Proposals is open to local, national, regional and international civil protection and disaster management public and private stakeholders from the UCPM Member States. Certain third countries may benefit from UCPM funding, including under this Call for Proposals. A complete list of such countries is provided in section 6. Eligibility.

Applicants can form **cross-border, regional or international consortia** led by a national civil protection authority, should have specific thematic focus and be able to link their proposed projects with other projects under this Call in view of establishing a network that will encompass the established thematic communities/centres of expertise. In addition, the project outcomes, outputs and deliverables should be in line with the governance, organisational structure and activities of the two pillars of the Knowledge Network (trainings, simulations, exercises, workshops, studies, operationalization of innovation etc.)

The constantly evolving nature of risks and hazards and the varying levels of impact they have on different segments of the population, infrastructure and the environment, call for pro-active consideration of relevant **crosscutting issues** in the proposals under this Call. These include gender, age, persons with disabilities, human rights, environmental sustainability and greening, resilience in infrastructure, cultural heritage and digitalisation.

2. Objectives — Outcomes and outputs — Activities that can be funded — Expected impact

Note: Each project proposal should contribute **to both** specific objectives and at least one outcome under each objective. Outcomes addressed should be specified in the Application Form (Part B).

Objective 1

Design, develop and implement multi-disciplinary, risk-based thematic communities/centres of expertise for civil protection and disaster management stakeholders.

Outcomes

Projects should produce at least one of the following outcomes:

1.1 Thematic communities/centres of expertise of practitioners, experts and researchers in civil protection and disaster management are created and linked to the Knowledge Network.

1.2 Synergies among the newly established thematic communities/centres of expertise are developed.

1.3 Thematic communities/centres of expertise generate, test, exchange and disseminate expertise, knowledge, skills and good practices in prevention, preparedness and response.

1.4 Thematic communities/centres of expertise conduct networking, outreach and dissemination activities under the Knowledge Network online platform.

1.5 The thematic communities/centres of expertise are able to link to each other and form a network.

Outputs

Examples of project outputs to be funded include, among others:

- Civil protection, disaster management and humanitarian stakeholder surveys, analyses, feasibility studies, scoping studies, engagement plans etc.
- Cooperation agreements, partnership agreements, memoranda of understanding etc. on established thematic communities/centres of expertise.
- Community-building and community-management guidelines and modalities based on the thematic focus, composition and priority areas of action of the established thematic communities/centres of expertise.
- Terms of reference, engagement strategies, activity plans, communication plans etc. for the established thematic communities/centres of expertise.
- Agreements by national authorities on hosting and accommodating the established thematic communities/centres of expertise.

- Agreements on virtual cooperation and work arrangements of the thematic communities/centres of expertise under the Knowledge Network online platform.

Activities that can be funded

Examples include, but are not limited to the following activities:

- Meetings
- Studies
- Research
- Workshops
- Development and testing of new technologies and IT tools
- Networking events
- Surveys
- Retreats
- Seminars

Expected impact

Envisaged thematic communities/centres of expertise will be established and operate under the Knowledge Network, which will play a central role in providing the space, creating the rules of engagement and allowing stakeholders to own and lead their communities.

Once established, the thematic communities/centres of expertise should be able to link to each other and form a network of thematic communities/centres of expertise, whereby civil protection and disaster management actors come together and team up to exchange good practices, knowledge and expertise under more complex disaster and risk scenarios.

The thematic communities/centres of expertise will generate, test and disseminate knowledge, skills, expertise and good practices through risk- and scenario-based approaches that are specific for and adapted to disasters and risks that are common to the geographical region(s) targeted by the project. This approach should produce actionable and operational knowledge that can be applied to prevention, preparedness and response real-time activities and operations. Risk- and scenario-based approaches should also encourage innovation and evidence-based practices that could improve prevention, preparedness and response.

In addition, the thematic communities/centres of expertise should enable the engagement and involvement of civil protection and disaster management stakeholders with focus and expertise across various themes and disciplines to encourage the establishment of agile, sustainable and scalable partnerships.

The envisaged thematic communities/centres of expertise should be guided by diverse and inclusive community-building and community-management principles able to lay out flexible networking and cooperation arrangements and remain active and operational after the end of the project.

The thematic communities/centres of expertise will serve both the direct and indirect beneficiaries of the project and they will contribute to strengthening the UCPM's decision-making, prevention, preparedness and response activities.

Objective 2

Design, develop and implement capacity-development and applied science activities that contribute to building and sharing of knowledge, expertise and skills in civil protection and disaster management.

Outcomes

Projects should produce at least one of the following outcomes:

2.1 Scenario-based capacity-development and applied science activities on specific risks are developed, tested, implemented and evaluated; they are aligned with and feed directly the organisational and operational structure of the Knowledge Network.

2.2 Scenario-based capacity-development and applied science activities on specific risks are implemented and disseminated physically but also virtually through the Knowledge Network online collaborative platform.

2.3 New technologies and innovations in prevention, preparedness and response are used and embedded into disaster and risk scenarios through concept- and methodology- testing and validating processes.

2.4 Scenario-based good practices, recommendations and lessons learnt are collected, reviewed, shared and applied during exercises and real-time emergencies.

2.5 Humanitarian stakeholders are included and contribute to planning and implementing activities together with civil protection and disaster management communities with cross-fertilising effects.

Outputs

Examples of project outputs to be funded include, among others:

- Analyses, feasibility studies, background studies, ex-ante evaluations for scenario-based capacity-development and applied science activities.
- Scenario frameworks, manuals, guidelines and planning tools, action plans, evaluation reports and other analytical products on developed, tested and assessed disaster risk scenarios.
- Lists of targeted civil protection and disaster management stakeholders as beneficiaries of capacity-development and applied science activities.
- Proposals on integrating scenario-based capacity-development and applied science activities into the existing Knowledge Network activities.
- Use of virtual reality (VR), augmented reality (AR), artificial intelligence (AI), machine learning and other innovative tools in designing, testing and applying risk scenarios.
- Use of Information Technology (IT) tools, processes, and methodologies for collecting, processing, creating and disseminating information and knowledge through the Knowledge Network online platform.

Activities that can be funded

Examples include, but are not limited to the following activities:

- (Scoping, comparative, feasibility) research and studies
- Qualitative analyses
- Scenario-building
- Awareness-raising and communication
- (Modular, Training of Trainers, ad hoc) trainings

- Exposure and exchange visits and other mobility activities
- Coaching and mentorship
- Development and testing of new technologies and IT tools
- Analysis and reporting
- Simulations
- Workshops
- Seminars
- Communication activities
- Exercises to test methods/solutions

Expected impact

Through the design, development and implementation of capacity-development and science activities, the thematic communities/centres of expertise are expected to convene and leverage a wide, multi-sectoral and multi-disciplinary knowledge and expertise base.

Civil protection and disaster management stakeholders that are involved in the project will:

- develop and share knowledge and capabilities at individual, organisational and systemic levels against critical/common risks and new emerging risks;
- facilitate the transfer of research and innovation outcomes into civil protection and disaster management planning and operations through agile learning and feedback mechanisms;
- and identify and showcase relevant capacity-development activities at regional, national, and local levels that could be applied in other contexts.

Parallel to this, the thematic communities/centres of expertise should develop scientific activities that identify the needs of the civil protection community and enhance the use and dissemination of existing and new scientific knowledge in disaster risk management. The thematic communities/centres of expertise should create reference tools and mechanisms where scientific results can be systematically shared, integrated, connected, interpreted and made available and the introduction and use of relevant new technologies are encouraged.

The developed and shared knowledge, good practices and expertise will serve both the direct and indirect beneficiaries of the project and they will contribute to strengthening the UCPM's decision-making, prevention, preparedness and response activities.

3. Available budget

The total budget for the co-financing of Network Partnership projects is:

- A. **General budget: EUR 1,500,000** for projects without pre-defined thematic and geographic scope.

- B. Next Generation EU budget: EUR 2,500,000** for projects with pre-defined thematic and geographic scope (see below for details).

Applicants should choose the budget for which they will be applying and indicate it clearly in their application.

The EU co-funding rate amounts to 85% of total eligible costs with a maximum EU contribution of EUR 700,000 and a minimum EU contribution of EUR 250,000 per project.¹⁸

The EU grant contributes to the eligible costs of each beneficiary at a rate of 85% therefore each beneficiary must guarantee that the remaining 15% of its eligible costs are funded from sources **other than the Union budget**. The applicants are thus encouraged to look for other possible local, national or international, private or public sources.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	17 March 2022
<u>Deadline for submission:</u>	<u>09 June 2022 – 17:00:00 CET</u> (Brussels)
Evaluation:	June-July 2022
Information on evaluation results:	July-September 2022
GA signature:	October/November 2022

¹⁸ This action will be partially financed using funds to be made available under the European Union Recovery Instrument (Next Generation EU). In accordance with Commission Implementing Decision C(2021) 4759, funding from the European Union Recovery Instrument (Next Generation EU) may only be awarded to projects to be implemented within one or several of the 27 EU Member States provided that:

- These projects constitute preparedness measures that are clearly related to the difficulties faced during the COVID-19 crisis and
- The projects aim to address the risk of further waves of COVID-19 and of major crises of a similar nature or
- They are capacity-building projects at EU level to enhance preparedness for future crises of a similar nature.

Projects to be implemented in a UCPM Participating State that is not a Member State of the EU may only be funded when they increase the crisis preparedness of the EU. "Increasing the crisis preparedness of the EU" is to be understood as outlined above and shall result in projects that contribute to achieving the specific objectives of the action.

Project proposals submitted under the Next Generation EU budget could, but are not limited to, focus on a specific natural or human-induced hazards (e.g., medical emergencies/ pandemics), clusters of hazards (e.g., Chemical, Biological, Radiological and Nuclear [CBRN]), particular preparedness and response scenarios (e.g., emergency medical response).

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

Project starting date:	01/01/2023(Mandatory)
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5. Admissibility

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

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

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

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

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system*)
- mandatory annexes and supporting documents (*to be uploaded as PDF files/included in Part B*):
 - detailed budget table (*mandatory excel template available in the Submission System*);
 - CVs (standard) of core project team;
 - activity reports of last year (not applicable to public authorities);
 - list of previous projects (key projects for the last 4 years);
 - Letter of support from the competent national civil protection authority or from the competent national maritime authority of each country that will benefit from the action (except for participants which themselves are the national authority);

Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

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

Your application must be **readable, accessible and printable**.

Proposals are limited to **60 pages** (Part B). Evaluators will not consider any additional pages.

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

- ❶ For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

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

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))
 - UCPM Participating States: Iceland, Montenegro, the Republic of North Macedonia, Norway, Serbia and Turkey
 - Eligible non-EU countries, i.e.:
 - Instrument for Pre-Accession (IPA) beneficiaries not participating in the UCPM: Albania, Bosnia and Herzegovina, Kosovo¹⁹.
 - European Neighbourhood Policy countries:
 - Eastern Neighbourhood: Armenia, Azerbaijan, Georgia, the Republic of Moldova and Ukraine;
 - Southern Neighbourhood: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine²⁰ and Tunisia.

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

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

Specific cases

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

¹⁹ This designation is without prejudice to positions on the status, and in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

²⁰ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

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

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons²¹.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'²².  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*²³ and entities covered by Commission Guidelines No [2013/C 205/05](#)²⁴). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

[Consortium composition](#)

Proposals must be submitted by a consortium of at least five applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- Must involve at least three applicants from at least three different Member states;
- May involve applicants from the eligible non-EU countries;
- One applicant must act as coordinator and be responsible for managing the action, submitting reports and deliverables and acting as intermediary for all contacts with the Commission;
- The coordinator must be a civil protection public entity or other public entity from a Member State competent in subject matter of the proposed action (e.g., health authority). If the coordinator is not a civil protection but other public entity from a Member State, a letter of support from the competent

²¹ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

²² For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

²³ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

²⁴ Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.7.2013, pp. 9-11).

national civil protection authority should be provided by the coordinator ;

- Must involve applicants with diverse background and expertise, including academia, scientific centres, training centres, civil protection authorities and international organisations, among others.

Eligible activities

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

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

The following activities are **not considered as eligible** for funding under this call:

- Online platforms - To avoid duplication with the Knowledge Network online platform, proposed projects' outputs and activities should be able to be linked to the Knowledge Network online platform and shall not replicate or foresee the development of similar online platforms. It is possible that a number of project outputs may be selected to become integrated into the Knowledge Network online platform.
- Full-scale exercises (FSX) – FSX are covered by a separate Call for Proposals therefore the development and implementation of FSX are excluded in this Call for Proposals.
- Cross-border risk assessments – Cross-border risk assessments are covered by a separate Call for Proposals therefore the development of cross-border risk assessments are excluded in this Call for Proposals.

Financial support to third parties is not allowed.

Geographic location (target countries)

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

7. Financial and operational capacity and exclusion

Financial capacity

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

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

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

- public bodies (entities established as public body under national law, including

local, regional or national authorities) or international organisations

- if the individual requested grant amount is not more than EUR 60 000.

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

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

- further information
 - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
 - pre-financing paid in instalments
 - (one or more) pre-financing guarantees (*see below, section 10*)
- or
- propose no pre-financing
 - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

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

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

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

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

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- applicants' activity reports of last year
- list of previous projects (key projects for the last 4 years)

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

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

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate²⁵:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct²⁶ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that²⁷:

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

8. Evaluation and award procedure

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

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility and eligibility, *see sections 5 and 6*). Proposals

²⁵ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

²⁶ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

²⁷ See Article 141 EU Financial Regulation [2018/1046](#).

found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their total scores.

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

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

Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.

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

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

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

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

9. Award criteria

The award criteria facilitate the evaluation of proposals in relation to the set objectives and priorities. They enable the selection of proposals which the Contracting Authority can be confident will comply with its objectives and priorities.

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

- **Relevance (min. 20 points/max. 30 points):**

The criteria below will assess the clarity and consistency of project, objectives and planning; extent to which they match the themes and priorities and objectives of the call; replicability and scalability of project results; stakeholder representation and inclusion. Therefore, the proposals will be evaluated against the following sub-criteria:

- Consistency (min. 10 points / max. 15 points):

- To what extent does the proposal match the priorities and objectives of the call? Does the project contribute to both specific objectives and at least one outcome under each objective? (please provide description)
 - *For projects proposals under the Next Generation EU budget:* To what extent does the proposed activities constitute preparedness measures that are clearly related to the difficulties faced during the COVID-19 crisis and aim to address the risk of further waves of COVID-19 and of

major crises of a similar nature? To what extent does the proposal build capacity at Union level to enhance preparedness for future crises of a similar nature?

- Are project results chain and project planning clear and consistent?

➤ Links and stakeholders (min. 10 points / max. 15 points):

- To what extent do the activities of the proposed project take into consideration achievements, lessons learnt, good practices, experience and recommendations from similar previous initiatives?
- To what extent is it contemplated to use project results in Member States, Participating States and other UCPM stakeholders not directly involved in the project?
- To what extent does the project provide for the involvement of local, regional, national, EU and other international stakeholders, including from the humanitarian sector?

– **Quality (min. 30 points/max. 40 points):**

The criteria below will assess the technical quality; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project (concept and methodology, management, procedures, timetable, risks and risk management, monitoring and evaluation); feasibility of the project within the proposed time frame; cost effectiveness. Therefore, the proposals will be evaluated against the following sub-criteria:

➤ Logical frame concept (min. 10 points / max. 14 points):

- Are problem identification, needs assessment and proposed solutions logically linked?

➤ Management and methodology (min. 10 points / max. 14 points):

- To what extent project management and methodology (including distribution of tasks and responsibilities among the team members, timetable, risk management, quality control, evaluation etc.) are clearly described in the project proposal?

➤ Cost-effectiveness (min. 10 points / max. 12 points):

- Is the proposed budget justified and reasonable to ensure proper implementation of the project, in terms of cost-effectiveness?

– **Impact (min. 25 points/max. 30 points):**

The criteria below will assess the ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; sustainability of results after EU funding ends. Therefore, the proposals will be evaluated against the following sub-criteria:

➤ Sustainability and impact (min. 15 points / max. 18 points):

- To what extent can the project results be maintained (likelihood of continuation of positive change(s)) after EU funding ends?

- How does the proposed project ensure long-term impact of the project results and achievements?
- Partnerships (min. 10 points / max. 12 points):
 - What potential does the project have to expand and further encourage international networking, partnerships and collaboration after its end?

Award criteria	Minimum pass score	Maximum score
Relevance	20	30
Quality	30	40
Impact	25	30
Overall (pass) scores	75	100

Maximum points: 100 points.

Overall threshold: 75 points.

Individual thresholds per criterion: 20/30, 30/40 and 25/30.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

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

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

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

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

Starting date and project duration

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

Project duration: the initial duration of the project cannot exceed 24 months (extensions will be possible only exceptionally, for duly justified reasons and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The following deliverables are mandatory for all projects:

- Mid-term progress report (i.e., month 12 for an 24-month project)
- Ex-ante feasibility studies on the establishment of thematic communities/centres of expertise
- Agreement(s) on the establishment of thematic communities/centres of expertise

Form of grant, funding rate and maximum grant amount

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

Project budget: between EUR 250 000 and EUR 700 000 per project. The grant awarded may be lower than the amount requested.

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

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**85%**).

The no-profit rule applies to for-profit organisations under this call. The grant may NOT produce a profit. If there is a profit (i.e. surplus of revenues + EU grant over costs), it will be deducted from the final grant amount. The types of revenues counted are set out in the Grant Agreement (*art 22.3*).

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

Budget categories and cost eligibility rules

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

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:

- SME owner/natural person unit cost: Yes
- volunteers unit cost: No
- travel and subsistence unit cost: Yes
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: not allowed
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs, if any)
- VAT: VAT is NOT eligible
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - Kick off meeting: the costs incurred to attend the kick-off meeting (introductory meeting) organised by the granting authority are eligible as travel and subsistence costs (for maximum 1 representative per consortium member, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - other ineligible costs: No

Reporting and payment arrangements

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

After grant signature, you will normally receive a **pre-financing** corresponding to **70% of the maximum grant amount** to start working on the project (exceptionally less or no pre-financing). The pre-financing will be paid 30 days from entry into force of the financial guarantee (if required) – whichever is the latest.

There will be no additional **pre-financing payments** linked to a periodic report.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

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

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

Pre-financing guarantees

If a pre-financing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the pre-financing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Pre-financing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc.*) It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the pre-financing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

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

A CFS must be provided for each beneficiary and affiliated entity when the requested EU contribution at interim or final payment is EUR 325 000 or more.

Liability regime for recoveries

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

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
 - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts.*

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

Security rules: *see Model Grant Agreement (art 13 and Annex 5)*

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

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement*

(art 17 and Annex 5):

- additional communication and dissemination activities: Yes
- limited communication and visibility to protect persons involved: Yes
- visibility in field operations outside the EU: Yes

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

- zero tolerance: Yes
- transfer of assets at the end of the action: No
- EU restrictive measures: Yes

Other specificities

n/a

Non-compliance and breach of contract

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



For more information, see [AGA — Annotated Grant Agreement](#).

11. How to submit an application

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

Submission is a 2-step process:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EULogin user account](#).

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

b) Submit the proposal

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

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file

- Annexes (*see section 5*). Upload them as PDF files.

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

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

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

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

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

12. Help

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

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions)
- [Portal FAQ](#) (for general questions).

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

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: ECHO-CP-KNOWLEDGE-NETWORK@ec.europa.eu

Questions on submission must:

- be sent at the latest 7 days before the submission deadline (*see section 4*).
- indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

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

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget**— Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*) You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).
Organisations may participate in several proposals.
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

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

This includes:

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

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

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