



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
ENVIRONMENT



# **PILOT PROJECT TO STEP UP COOPERATION BETWEEN MEMBER STATES ON COMBATING FOREST FIRES CALL FOR PROPOSALS**

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**GRANT APPLICATION GUIDE**  
2008 edition

**This guide gives detailed information on the call for proposals within the framework of the pilot project to step up cooperation between Member States on combating forest fires and advice on how to prepare applications.**

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## PREFACE

Dear applicant,

Welcome to the guide to submitting proposals in the framework of the Pilot Project to step up cooperation between Member States on combating forest fires.

It has been designed to offer you a user-friendly guide you through the application procedure and the application forms. It can also be used as a reference work to find 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 take 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.

Please be aware that filling in the application forms will take a considerable amount of time even if you have all the necessary documents at your fingertips and have a good idea of the proposal you want to submit.

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

Please try to find the information in the documentation provided first, before contacting the Civil Protection Unit.

And do not forget to run through the checklist before sending your application.

You are more than welcome to share with the Commission your comments and suggestions on how to further improve the guide by sending an e-mail to the Civil Protection Unit: [ENV-A3@ec.europa.eu](mailto:ENV-A3@ec.europa.eu).

Good luck!

# 1. WHAT IS THE CALL FOR PROPOSALS IN THE FRAMEWORK OF THE PILOT PROJECT TO STEP UP COOPERATION BETWEEN MEMBER STATES ON COMBATING FOREST FIRES?

## 1.1 CONTEXT OF THE CALL FOR PROPOSALS

Events in recent years, in particular in summer 2007, have highlighted the scale of the risks in some Member States when major forest fires occur. In many cases, the Member States that have had to cope with such incidents have not been able to bring the situation under control until operational assistance has arrived from other Member States.

In the resolution of 4 September 2007 on this summer's natural disasters, the European Parliament recognised the contribution made by the Civil Protection Monitoring and Information Centre (MIC) to supporting and facilitating mobilisation and coordination of civil protection assistance during emergencies. It noted, however, that Member States' resources to combat forest fires, especially by aerial means, are limited and that it is not always possible for Member States to offer support to others when the resources are needed on their own territory. As a result, some Member States received less assistance than others and the EU as a whole failed to display sufficient solidarity. While responsibility for dealing with fires and organising help lies with the individual Member State concerned, the frequency and intensity of the fires that have devastated many Member States make it necessary to arrange for greater operational cooperation between Member States. The events of summer 2007 prove that the Member States' assistance was insufficient to ensure a rapid and adequate civil protection response to all the emergencies.

The budgetary authority earmarked an amount of 3.5 million EUR in the budget of the European Union for 2008 aim to cover a Pilot Project to step up cooperation between Member States on combating forest fires.

The projects co-funded in this framework should take into account the European Parliament resolutions on the natural disasters in summer 2007<sup>1</sup> and on stepping up the Union's disaster response capacity<sup>2</sup> and also Commission Communication COM(2008)130 on reinforcing the Union's disaster response capacity<sup>3</sup>.

## 1.2 GENERAL OBJECTIVES OF THE CALL

The aim of the call is to improve mobilisation of additional operational resources and emergency support from Member States to assist other Member States to cope with forest fires too numerous and too intense to be handled by their own national logistical capacity and manpower. [These](#) additional operational resources [should](#) be available to assist Member States facing major forest fires in situations whenever other Member States are unable to provide such assistance because they have deployed their own fire fighting capacity to counter face high risks of fires or to respond to forest fires on their own territory. The additional operational resources should be based on the needs of forest fires emergencies in 2007 and 2008 in the EU. The overwhelming majority of requests for assistance in that period was for aerial fire fighting resources.

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<sup>1</sup> P6\_TA(2007)0362, European Parliament resolution on this summer's natural disasters.

<sup>2</sup> P6\_TA-PROV(2008)0304, European Parliament resolution on stepping up the Union's disaster response capacity.

<sup>3</sup> COM(2008)130, Communication from the Commission to the European Parliament and the Council on reinforcing the Union's disaster response capacity.

An overview of emergencies regarding forest fires in 2007 and 2008 and of the assistance provided by Member States is provided in the following table (statistics of the Monitoring and Information Centre, European Commission):

<b>Summary of emergencies and offers regarding forest fires in 2007 and 2008 in the EU</b>	
<b>Emergency and date</b>	<b>Assistance offered</b>
<b>2007</b>	
Forest fires in Greece 27/06 – 02/07	8 planes and team for assessment/coordination
Forest fires in Cyprus 29/06 – 30/06	3 planes and team for assessment/coordination
Forest fires in Greece 05/07 – 06/07	2 planes
Forest fires in Cyprus 16/07 – 16/07	1 plane
Forest fires in Greece 18/07 – 01/08	2 planes
Forest fires in Italy 22/07 – 27/0	6 planes
Forest fires in Italy 23/08 – 27/08	2 planes
Forest fires in Greece 24/08 – 05/09	11 planes 14 helicopters 15 vehicles 2 trucks 219 Fire fighters Fire fighting equipment
<b>2008</b>	
Forest fires in Greece 24/07 – 28/07	4 planes 1 helicopter 2 experts
Forest fires in Bulgaria 05/09 – 17/09	2 planes

Note:

- planes or helicopters mean water bombing aircraft
- fire fighting equipment means articles such as breathing apparatus, gloves, boots, helmets, first aid kits, water pumps, hoses, foam, etc

Another aim is to test innovative arrangements for making additional assistance available to Member States affected by major forest fires.

### **1.3 EUROPEAN DIMENSION AND COMPLEMENTARITY**

No minimum number of entities from different Member States is set. Proposals should demonstrate that the proposed reserve of aerial fire-fighting resources is in addition to existing national aerial capacity for fighting forest fires and would be available for assisting other Member States.

It is desirable that applicants conclude agreements with relevant Member States to facilitate rapid assistance, for example when aircraft of several Member States are displaced simultaneously to form a chain linking the applicant Member State and the Member State receiving assistance. Such agreements can speed up the assistance if they are in place beforehand.

Proposals must clearly demonstrate that they are **complementary** to the efforts already made by the Member States. Applicants are therefore asked to describe these complementary features in the project proposal (form T).

## **2. WHICH PROJECTS CAN BE CO-FINANCED?**

### **2.1 DESCRIPTION OF THE PROJECT**

Proposals should include (1) pooling/deployment of additional reserve resources for European forest fire fighting operations; (2) lessons learned on making such resources available; and (3) scenarios for the response to major forest fires, including an inventory of existing national resources and identification of potential limitations on the availability of such capacity for assisting Member States affected by major forest fires.

Such action might take the form of testing a reserve that would make fire fighting assistance available even when Member States that could potentially help are facing high risks or emergencies on their own territory and are therefore unable to assist the Member State requesting assistance.

The reserve resources should consist of the additional fire fighting resources including fire fighting aircraft and would be ready for rapid departure operations in the context of the Community Civil Protection Mechanism to assist in fighting major forest fires in any of the 27 Member States. The availability of the additional fire fighting resources would cover as far as possible the period from 15 June to 15 September 2009.

### **2.2 OBJECTIVES OF THE PROJECT**

The objective of this pilot project is to provide more efficient assistance to Member States facing major forest fires, in particular by:

- reinforcing existing national fire fighting capacity in the EU by building additional fire fighting resources which include fire fighting aircraft;
- developing and testing scenarios and rules of procedure for establishing and using additional fire fighting resources;
- developing a common communication and information mechanism in order to improve exchanges of information and ensure smoother assistance.

The results expected include:

- operational benefits by making additional capacity/resources available to assist Member States facing major fires;
- real scale experience of the added value of having additional fire fighting resources in various scenarios;
- an evaluation of the needs in terms of pooled resources, equipment and logistics (including optimum number of aircraft in order to be efficient and economically effective);
- operational guidelines for operating the reserve capacity (planning, decision-making procedures, integration in the national response system, training, etc.).

Proposals should include activities such as:

- establishing additional fire fighting resources (type of the fire fighting resources, contracting of additional flying hours that should cover as far as possible the period from 15 June to 15 September 2009);

- decision-making processes (how the decision for deployment is made, leaving the beneficiary Member State the responsibility of taking the decision to deploy);
- deployment procedures (activities for sending the additional fire fighting resources with fire fighting aircraft to the site and the return trip);
- integration of this resources into the national system of the coordinating beneficiary (test flights, if necessary, adaptation of national procedures, training, maintenance, etc.);
- preparation of intervention scenarios, including an inventory of capacity which can be mobilised in an emergency situation and an operational manual for use of the resource;
- lessons learned (reports, meetings, debriefings, evaluation of results, etc.).

### **2.3 BUDGET AND DURATION**

The indicative budget available for Commission financing of projects selected under this call amounts to €3.5 million.

Projects should be implemented within a minimum of **four months** and a maximum of **18 months**.

### **2.4 NOTIFICATION OF COMPETENT NATIONAL CENTRAL CIVIL PROTECTION AUTHORITY**

In order to be eligible for co funding, applicants need the formal endorsement of the competent national central civil protection authority. Form A8 addresses this requirement and **MUST** be submitted.

A list of national central civil protection authorities in the Member States can be found on the following website: [http://ec.europa.eu/environment/civil/prote/cp10\\_en.htm](http://ec.europa.eu/environment/civil/prote/cp10_en.htm)



### 3. HOW MUCH WILL THE COMMISSION GRANT?

#### 3.1 NO DUAL FINANCING

Projects financed as part of the preparatory action in the area of civil protection ([http://ec.europa.eu/environment/civil/prote/prep\\_action.htm](http://ec.europa.eu/environment/civil/prote/prep_action.htm)) are not eligible under this call for proposals.

#### 3.2 MAXIMUM EC CO-FUNDING

The maximum EC funding rate under this call for proposals is **80% of eligible costs** per proposal based on the project budget.

Given the complementary nature of EC grants, at least 20% of project costs must be funded by other sources than EC co-funding.

#### 3.3 PAYMENT SCHEDULE

Following the award of a grant, and after the signature of the grant agreement by both parties, the Commission will pay **50%** of its contribution as a pre-financing payment. The final payment of **up to 50%** of the EC-contribution will be made after acceptance by the Commission of the final technical report and on the basis of the final financial statement and the eligible costs of the action/ project calculated by the Commission.

Please note that interests yielded by the (50 %) pre-financing payment must be declared in the final financial statement.

## 4. WHO CAN SUBMIT A PROPOSAL AND WHO MAY PARTICIPATE?

### 4.1 GEOGRAPHICAL ELIGIBILITY

Any applicant established in one of the 27 EU Member States is eligible for funding in response to this call. All other cases (applicants from EEA countries, candidate countries, overseas countries and territories and other non-EU countries) are not eligible for funding under this call.

International organisations referred to in Chapter 7.4 are eligible for funding, regardless of their location/ premises.

### 4.2 ELIGIBLE PARTICIPANTS

This call is open to public or private entities responsible for fighting major forest fires which may participate in European civil protection interventions launched in the framework of the Community Civil Protection Mechanism.

### 4.3 ROLE AND RESPONSIBILITY OF PARTICIPANTS

Depending on the specific conditions regarding partnerships (see 1.3), proposals may or must envisage the collaboration of one or more partners. According to the roles and obligations of the various players, projects may have up to five types of participants in their implementation and funding:

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

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 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 also the only beneficiary to report directly to the Commission on technical and financial progress on the project. It receives the Community financial contribution from the Commission and assures its distribution as specified in the partnership agreements concluded with the associated beneficiaries (if any).

The coordinating beneficiary shall be involved in the technical implementation of the project; it must bear part of the project costs and must thus contribute financially to the project budget. Therefore, it cannot be reimbursed for 100% of the costs that it incurs. Nor can it act, in the course of the project, as a sub-contractor to one of the associated beneficiaries.

An **associated beneficiary** shall contribute technically to the project and hence be responsible for the implementation of one or several project actions. It must contribute financially to the project but shall also benefit from the financial contribution from the Commission. It cannot act, in the context of the project, as a sub-contractor to the coordinating beneficiary or to other associated beneficiaries. It shall do everything in his power to help the co-ordinating 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 reporting to the Commission.

The associated beneficiary, through the mandate (which is the completed and signed form A3) annexed to the grant agreement, grants power of attorney to the coordinating beneficiary, to act in his name and on his account in signing the grant agreement and its possible subsequent amendments

with the Commission. Accordingly, the associated beneficiary mandates the coordinating beneficiary to take full legal responsibility for the implementation of the grant agreement.

The coordinating beneficiary shall conclude with each associated beneficiary a partnership agreement describing their technical and financial participation in the project. Such agreement shall be fully compatible with the grant agreement signed with the Commission, shall make a precise reference to the Common Provisions and must include at least, the contents specified in the guidelines on partnership agreements issued by the Commission (see Chapter 8). The partnership agreement shall be signed by the coordinating beneficiary and the associated beneficiaries and notified to the Commission within three months of the starting date of the project.

Project **co-financers** contribute only financial resources to the project but bear no technical responsibility and cannot benefit from the Community financial contribution. Nor can they act, in the course of the project, as a sub-contractor to any of the beneficiaries.

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

**Attendees** participate in specific events connected with the project (workshops, conferences, exercises, etc.) as members of the audience, observers or guest speakers. Travel and subsistence costs paid or reimbursed to attendees at such events are considered eligible expenditure on the part of the coordinating or associated beneficiaries.

For a full description of the relevant rules relating to the coordinating beneficiary, associated beneficiaries, co-financers and sub-contractors, please refer to Articles 3 to 8 of the Common Provisions applicable to civil protection projects, published together with this call for proposals (see Chapter 8).

Table 2:

Roles of the different participants involved in the project

	Contractual relationship with the Commission	Financial involvement in the project	Cost covered by the EC financial contribution	Responsibility vis-à-vis the Commission
<b>Coordinating beneficiary</b>	Yes	Yes	Yes	Yes
<b>Associated beneficiary</b>	No	Yes	Yes	No
<b>Sub-contractor</b>	No	No	Yes, invoiced to any of the beneficiaries	No
<b>Co-financer</b>	No	Yes	No	No
<b>Attendee</b>	No	No	Yes, via the coordinating/associated beneficiary	No

## 5. WHEN AND WHERE TO SUBMIT A PROPOSAL?

### 5.1 DELIVERY

Each proposal must be sent in a single batch, either by post or by private courier service. Proposals must be delivered to a single address:

EUROPEAN COMMISSION  
DG Environment / Civil Protection Unit (ENV.A.3)  
CALL FOR PROPOSALS "PILOT PROJECT TO STEP UP COOPERATION BETWEEN MEMBER STATES ON COMBATING FOREST FIRES"  
BU-9 2/170  
B-1049 Brussels

**Delivery by hand** is possible at the following address only:

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

**SUBMISSION BY FAX OR ELECTRONIC MAIL WILL NOT BE ACCEPTED.**

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

### 5.2 PACKAGING

**One original** of each proposal, bearing original hand-written signatures where requested, together with **two** identical, complete, hard (paper) copies, must be submitted to the European Commission at the address indicated in paragraph 5.1. An electronic version (e.g. on CD, memory stick or diskette) of forms A, T and F must also be attached (in MS Word/EXCEL format, not as a PDF file).

Proposals should be sent to the Commission by **21 November 2008**. The complete proposal must be sent or delivered by post, by private courier or by hand by the set deadline to the address indicated in paragraph 5.1. The postmark, the date of collection by the courier or the acknowledgement of receipt dated and signed by the responsible Commission official will serve as proof of the date of submission of the proposal. Faxes, e-mails, incomplete applications or applications sent in several parts will not be accepted. Proposals sent by the set deadline but received by the Commission after **04 December 2008** (final receipt date) will be considered ineligible.

It is the duty of the applicant to ensure that the necessary precautions are taken to respect this deadline.

### 5.3 ACKNOWLEDGEMENT OF RECEIPT

Once the proposal has been received and registered by the Commission, an acknowledgement of receipt (form A11) will be sent to the applicant 14 days after the closing date for the call for proposals.

The acknowledgement 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 by 18 December 2008 should contact the Civil Protection Unit by e-mail: [ENV-A3@ec.europa.eu](mailto:ENV-A3@ec.europa.eu).

**IMPORTANT:**

***Any document sent to or received by the European Commission after the fixed deadlines will not be considered for selection purposes unless specifically requested by the Commission.***

## 6. HOW ARE PROJECTS SELECTED?

### 6.1 INTRODUCTION AND INDICATIVE SCHEDULE

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

The following indicative schedule is planned for selecting projects under this 2008 call for proposals:

2008 SCHEDULE	
DEADLINE FOR SENDING PROPOSALS	21 November 2008
DEADLINE FOR RECEIPT OF PROPOSALS	04 December 2008
NOTIFICATION SENT TO (UN) SUCCESSFUL APPLICANTS	1st half 2009
DISPATCH OF GRANT AGREEMENTS AND CLOSURE OF THE CALL	1st half 2009

In order to ensure fair treatment of the applicants, the Commission will not provide any information regarding the eligibility or the quality of proposals during 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.

### 6.2 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 specific action carried out by a given beneficiary;

The Commission will evaluate the proposals in the following order:

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

### 6.3 ELIGIBILITY CRITERIA

The Commission may consider an application as not eligible for the following reasons:

#### 6.3.1 FORMAL ELIGIBILITY:

- A. Proposal sent to or received by the Commission after the deadline(s) mentioned in Chapter 5, paragraph 5.2.
- B. Original or one or more copies are missing  
The original is missing or the number of copies submitted is smaller than the one requested in the packaging requirements (see paragraph 5.2, i.e. one original and two copies) or an electronic copy of the proposal on CD or memory stick is missing.
- C. Non-standard forms have been used  
This does not refer to changes in font, size and layout, but to modifications of the content of the standard application forms provided by the Commission as part of this call for proposals.
- D. Forms are partly or completely hand-written  
This obviously does not refer to signatures! Concerning Forms A9 (Legal Entities Form) and A10 (Financial Identification Form), the links on Forms A9 and A10 lead to web applications that can be typed and printed.
- E. Forms are missing  
All forms should be provided. If a specific form is not applicable in view of the project type/ content, please mark "N/A" on the form. Please pay attention to form A8.
- F. Mandatory annexes are missing (see Chapter 7, paragraphs 7.3 and 7.4)  
Mandatory annexes that are required for all applications: (1) the most recent annual activity report of the applicant organisation (coordinating beneficiary); (2) a list of the members of the management or executive board (names, title or function within the coordinating beneficiary organisation); and (3) the curriculum vitae of all relevant professional staff of all organisations involved in the project. Thus, (3) is required for all relevant staff involved, both from 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 of the last available accounting year; (2) an external audit report certifying the accounts of the last available financial year if the EC contribution exceeds € 500.000. (1) and (2) are obligatory for all private organisations; (3) the articles of association (only applicable to private companies) or the official registration certificate of association (only applicable to associations).  
  
Mandatory annexes that are applicable according to the specific status of the applicant are the legal entity form and a copy of the VAT registration.
- G. Forms are not signed and/or dated  
Where required, the application forms should be completed with date and signature in such a way that the status and full name of the signatory are clearly identifiable.
- H. The application is presented by a body acting as an intermediary for a third party.
- I. The application is presented by an entity with no legal status or by a natural person.

### 6.3.2 CONTENT ELIGIBILITY:

Projects with the sole aim of building national capacity will not be eligible for Community co-funding. Projects should not finance existing national fire fighting resources, existing fleets or fill gaps in national fleets.

### 6.4 EXCLUSION CRITERIA

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

- 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 judgement 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 of the country of the contracting authority or of the country where the contract is to be performed;
- e) they have been the subject of a judgement 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;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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 listed above (see point 2 of form A2 and point 1 of form A3). Failure 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 truthful.

### 6.5 SELECTION CRITERIA

Selection will be based on the following criteria:

- a) *Public or private entities responsible for fighting major fires in the framework of the Community Civil Protection Mechanism*

The applicant should be a public or private entity responsible for fighting major forest fires in the framework of the Community Civil Protection Mechanism.

- b) *Evidence of adequate operational capacity and professional qualifications and experience to carry out the project according to the proposed objectives and deliverables*

Coordinating and associated beneficiaries must show that they have the technical and management capacity to complete the project. Applicants must be directly responsible for preparation and management of the project, i.e. not act as an intermediary. They must provide details and proof of adequate operational capacity and professional qualifications and experience.



In order for this to be assessed, the applicant must include in the proposal:

- the applicant organisation's most recent **annual activity report**;
- a **list of the members of the administration or Executive Board** (names, title or function within the applicant organisation);
- the **curriculum vitae of all relevant staff** involved in the project, both from the coordinating beneficiary and from the associated beneficiaries, preferably using the model on the following webpage:  
<http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

c) *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 is in any of the following situations:

- the coordinating beneficiary or an associated beneficiary is undergoing bankruptcy proceedings;
- 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 or an associated beneficiary do not possess the financial capacity to cover their share of project costs/financing. For the financial capacity, the Commission checks in detail whether the coordinating beneficiary has stable and sufficient sources of finance to ensure the continuity of their organisation throughout the project and to play a part in financing it.

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

The Commission reserves the right to use all the information at its disposal to assess whether the candidature fulfils the selection and the exclusion criteria (in conformity with Art. 93, 94 and 96 of the Council Regulation (EC, Euratom) No 1605/2002 as last amended by Council Regulation (EC) No 1525/2007 of 17 December 2007) as well as to request additional supporting documents deemed necessary to prove the financial or operational capacity of any coordinating or associated beneficiary.

## **6.6 AWARD CRITERIA**

Only proposals which meet the requirements of formal eligibility, exclusion and selection criteria mentioned above 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 in the light of this general criterion.

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

*a) Understanding of the objectives of the call (20 points)*

The criterion serves to assess whether the applicant has fully understood the objectives and the scope of the call.

- the applicant's understanding of the problem of forest fires at European Community level;
- the applicant's understanding of the Community Civil Protection Mechanism and how it operates;
- the consistency of the proposal with the objectives of the call;
- the applicant's understanding of the nature and role of the additional fire fighting resources.

*b) Degree of coverage of the EU territory potentially affected by major forest fires (20 points)*

This criterion serves to assure that the proposal covers to the most extent possible the EU area potentially affected by major forest fires.

- Does the proposal cover an area that is prone to forest fires in summer months?
- How many countries or what area does the proposal cover?
- Have arrangements been made with relevant Member States to facilitate rapid intervention of the additional fire fighting resources/aircraft?

*c) Clarity and effectiveness of command and operating procedures (20 points)*

This criterion serves to assess whether the applicant has understood which procedures have to be in place in order to deploy the additional fire fighting resources/aircraft and send assistance to the Member State affected.

- Deployment procedures; how are the additional fire fighting resources/aircraft deployed? Which procedures have to be in place in order to send the additional fire fighting resources /aircraft to the country affected?
- Decision-making process; how is the decision to deploy the additional fire fighting resources /aircraft taken? Who is involved in the decision-making process?
- Communication; how does communication between the countries participating and the MIC work? Who is informed/notified? When? How? How is the language barrier overcome?

*d) Cost effectiveness (20 points)*

This criterion serves to assess whether the proposed budget is suited for proper project implementation and to assess how fast the assistance can be provided.

- Is the proposed budget structured and rational: are individual budget items clearly identified (equipment, aircraft, maintenance, staff and crew, insurances)?
- Good value for money: is the proposed budget economically advantageous in proportion to the quality of the end-result?

*e) Time effectiveness for the deployment of the assistance (20)*

- How fast can the decision to deploy additional fire fighting resources/aircraft be taken?
- How fast can the information be communicated to relevant players?
- How fast can the additional fire fighting resources/aircraft be deployed and how fast can they contribute to the operations on site?

To qualify for selection, the proposal must obtain at least 70 points out of a possible maximum of 100 and at least 50% of the points allotted for each award criterion, i.e. 10 points.

Proposals should be clear, coherent, realistic and feasible in terms of action, timetable, budget and value for money. A clear link should be shown between the objectives of the project, the action proposed and the results expected. 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.

## **6.7 AWARDING THE GRANT**

The responsible authorising officer shall take the final decision on the proposal to be co-financed, including the respective maximum cost and maximum rate of co-financing granted. Please note that the Commission reserves the right to award a grant amount lower than the amount requested by the applicant. Grants will not be awarded for an amount higher than the amount 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 paragraph 2.3).

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 not enter into force until 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 for proposals.**

This ends the process.

## 7. HOW TO PREPARE AND DRAFT A PROPOSAL?

### 7.1 GENERAL GUIDELINES

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

- The first phase, prior to formulation of the proposal, should consist of identifying **the issue to be addressed**.
- Once this is done, the **objective** of the project must be set. This should directly address the problems identified and should be precise and clear.
- The next step is to identify the **results** or “end-products” of the project that are to be achieved in order to meet the objective. Wherever possible, these should be quantifiable.
- Next, consider which **action is** needed to attain these results. Clearly identify how, where and when each action will be undertaken, who will do it 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 carrying out which action, who reports to whom and what kind of management structure is needed.
- Make sure the **budget** is realistic and consistent with the action proposed and that the human and financial resources are proportionate to the results expected and will be available when needed.
- Consider, at each stage of writing the application, which **assumptions** you are making: the need to launch a call for tenders to hire an aircraft (lengthy procedures), the need for each partner country to give written agreement before launching the beneficiary’s call, etc. should be fully identified and described, as should any potential difficulties that might arise.
- Establish how the planned actions and expected results can be verified (**indicators and reference sources**) and list these in application 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. Please consider that evaluations can be conducted either by the beneficiaries (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.

→ ***A proposal that is vague, insufficiently negotiated between associated beneficiaries and includes foreseeable difficulties that have not been appropriately taken into account has little chance of being considered for funding at Community level. Each proposal should be a realistic project 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 the following website):**  
<http://ec.europa.eu/environment/civil/index.htm>.

## 7.2 FORMAL REQUIREMENTS FOR APPLICATIONS

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

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

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

Any other documentation that you consider relevant (photographs, etc.) should be put in a **separate A4 file**, attached to the original and to each of the paper copies of the proposal. Please note that 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.

## 7.3 OBLIGATORY DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Various obligatory documents are required in order for the Commission to assess the financial and technical viability of the applicant. They depend on the legal status of the applicant.

The table set out below summarises the obligatory documents needed.

### OVERVIEW OF OBLIGATORY DOCUMENTS

The following documents are required **for the applicant (coordinating beneficiary) only** and not for associated beneficiaries, co-financers or sub-contractors.

Only the curricula vitae are required for both the applicant and the associated beneficiaries.

All applicants	Public entities	Private entities
Endorsement of competent national central civil protection authorities form (A8)		
Legal entities form (A9)		
Annual activity report		
	List of the members of the administration	List of the members of the Executive Board
Curriculum vitae of all relevant staff involved in the project		

(applicant and associated beneficiaries)		
		Articles of association (if applicable)
		Official statutes
		Copy of certificate of legal registration
		Copy of VAT registration
		Balance sheet and profit and loss account for the last financial year <u>AND</u> Form F9 If the EC contribution requested exceeds €500 000, external audit report for the last financial year available

#### 1. Legal entities form

Form A9 shows an example for the Legal Entities forms which are available on the website:

[http://europa.eu.int/comm/budget/execution/legal\\_entities\\_en.htm](http://europa.eu.int/comm/budget/execution/legal_entities_en.htm)

The legal entities form should be accompanied by a copy of the resolution, law, decree or decision establishing the entity in question or, failing that, of any other official document certifying establishment of the entity.

*N.B.: Applicants already registered as a legal entity in the Commission register only need to submit the completed and signed form A9, i.e. without supporting documents. This is typically the case when the applicant has directly benefited from EC funding (either as a beneficiary of a grant agreement or decision or as a contractor for service, study or other market contracts) still ongoing or with a final payment not before 2004. For easier identification, please provide sufficient information such as the grant agreement/contract reference(s) for the recent EC funding and the Commission department(s) responsible.*

#### 2. The annual activity report

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

#### 3. List of the members of the administration or Executive Board

Depending on the legal status of the applicant, a list of the members of the administration (public applicants) or of the Executive Board (private applicants) is needed. The list should include their names and their title or function within the applicant organisation.

#### 4. Curricula vitae of staff involved in the project

Each application for co-funding should be accompanied by the curriculum vitae of all relevant staff of all organisations involved in the project. This is required for all relevant staff involved, both from the coordinating beneficiary and from the associated beneficiaries.

#### 5. Articles of association of the applicant

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

#### 6. Official statutes and copy of the certificate of legal registration

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

#### 7. Copy of VAT registration

Private applicants should include a copy of the VAT registration. If it is not applicable, please provide an explanation why, preferably certified by the VAT authorities.

#### 8. Balance sheet and profit and loss account

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

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

### **7.4 SPECIFIC REQUIREMENTS FOR PUBLIC ENTITIES**

Applicants that declare that they are a public entity must comply with all the following criteria:

1. The organisation must have been set up 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 (on a daily basis).
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 bodies that act on their behalf and under their full responsibility may be considered “public”.

If your organisation does not comply with all the criteria mentioned above, it should be declared private and should provide the documents requested from private organisations.

Please note that proof may be requested at a later stage. Failure to produce sufficient evidence will lead to re-classification from public to private.

#### **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.

## 7.5 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. Therefore, applicants should submit their applications both in hard copy (i.e. paper) and in electronic format in their own language and in English.

## 7.6 SPECIFIC RECOMMENDATIONS FOR EACH SECTION OF THE APPLICATION FORM

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

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

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

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

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

### 7.6.1 Part 1: Forms A and T

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

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

- Form A1

The title must not exceed 60 characters.

A grant may be awarded for an action that has already begun only where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditures 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. Thus the start and end date should be established with great care.

- Form A2 and A3

Point 2 of form A2 and point 1 of form A3: Please check that the coordinating/associated beneficiary is not in any of the situations listed in Articles 93(1) and 94 of the Financial Regulation (EC) No 1605/2002 (see Chapter 6.4).

Financial contribution by 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 cannot include any funding specifically obtained for the project from other public or private sources (this is co-financing).

Please note that the Commission may at any time request further evidence that the statements made in this form are truthful.

**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 postal country code.

**Coordinating/ associated beneficiary's reference:** participant reference should be consistent with 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 7.4.

**International organisations** are listed in the last paragraph of Chapter 7.4.

**Value Added Tax (VAT) number:** If applicable, provide the organisation's VAT number in the VAT register.

**Legal Registration Number:** If applicable, please 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:** Title commonly used in correspondence with the person in charge of proposal coordination. Example: Mr., Mrs., Ir., Dr., Prof.

**Function:** State the function of the person in charge of coordination of the proposal. Examples: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

**Department name:** Name of the department coordinating the proposal and for which the contact person is working. The address given in the relevant fields must be for the department and not the legal address of the organisation.

**Number of employees:** To be indicated by the coordinating beneficiary and by all associated beneficiaries. The figures should relate to the organisation as a whole – not only to the department carrying out the work. The contribution of 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 indicated by the coordinating beneficiary and the associated beneficiaries. The figures should be for the department carrying out the work. The contribution of part-time staff should be counted as the equivalent number of full-time staff, i.e. as full-time equivalents. If not applicable, just write “**N/A**”.

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

**Owner (for private organisations only):** Please 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 in company B.

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

**Yes – Affiliated (for private commercial bodies only):** Please indicate the short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the type of affiliation:

(D): direct control;

(I): indirect control.

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

**Brief description of the structure and activities:** Please describe the organisation of the coordinating/associated beneficiary, its legal status, its 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 proof 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, please write “**N/A**”. Information from the last financial year should be used. The amount (to be denominated in Euro) should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work.

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

- Form A6

If the project foresees co-financers, other than the European Commission, this form becomes compulsory. Complete one form per co-financer (A6/1, A6/2, A6/3, etc.). Always give amounts in Euro (€). Remember that the amounts in the form(s) A6 must be consistent with the amounts indicated in the 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 action could and should be financed by other EU financial instruments. The limited resources of this programme should be used in the most efficient way and overlaps with other EU financial instruments should be avoided. Applicants should check this possibility before submitting a request for co-financing. Only if sufficient information is given to demonstrate that the application has been addressed to the most appropriate EU financial instrument and/or that the action proposed is/would not be eligible under other schemes will the Commission consider financing the action proposed.

- Form A8

Applicants **MUST** have their national central civil protection authority fill in this form. Blank forms are considered as non-endorsement by the national central civil protection authorities.

The list of national central civil protection authorities can be consulted at the following web address: [http://ec.europa.eu/environment/civil/prote/cp10\\_en.htm](http://ec.europa.eu/environment/civil/prote/cp10_en.htm)

- Form A9

Complete this form carefully! Please 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 link indicated, which leads to a web application that can be filled in on line and printed out.

- Form A10

Complete this form carefully! Please 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 link indicated, which leads to a web application that can be filled in on line and printed out. The bank stamp and signature of the bank 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 all cases.

**Important!** The account should be opened in the name of the applicant organisation.

- Form A11

As soon as your proposal is received, the Commission will complete and return this form to you by email or fax, depending on which field you have filled in. This receipt does not entail any judgment on the eligibility of your proposal, but only confirms that the application has been received by the Commission. If you have do not received it within 14 days after the final receipt date, please contact the Commission at the email address mentioned in the preface

- Form T1

The summary is an important element of your proposal. It can be used for information purposes within the Commission. It 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, actions and deliverables (**we recommend limiting the number of tasks to 10**). The tasks ID should be listed using capital letters from "A" onwards.

- Form 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. You should avoid a description that is too general. The breakdown should allow the Commission to monitor progress during implementation.

*Form T3a:*

The task breakdown should list the actions and each participant's responsibilities, as well as the expected result. Use one T3a per task. The budgetary breakdown per task and action is requested in the 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 the implementation phase and after completion of the tasks.

Constraints: list potential constraints and how you would intend overcoming them.

*Form T3b:*

Give deliverables in T3b - Each significant element of the project should conclude with a deliverable which is the concrete output and evidence of the work.

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 may be a report, or actions such as training or exercising, the organisation of a conference with the production of related proceedings, the publication of a book, the completion of manual of a work procedure, software, video's, etc.

**Two tasks are compulsory:**

1. TASK MANAGEMENT AND REPORTING TO THE EC:

Describe how the project will be organised. Include a brief but clear organisation chart of the technical and administrative staff involved (who, how many, main tasks?). Also indicate how project monitoring and feedback will be organised. For reporting requirements refer to the model Grant Agreement. **Applicants are required to include in their budget proposal the (travel, accommodation and subsistence) costs for one-day meetings (2 for the duration of the project) in Brussels, i.e. for the kick-off meeting of the project and for coordination meeting with the Commission. For each meeting, the costs should be budgeted for no more than three persons of whom at least two are representing the coordinating beneficiary organisation.**

## 2. TASK DISSEMINATION

Describe how the project will disseminate its results. Possible dissemination strategies are:

- **Media work.**
- **Organisation of events for the community or for visitors:** e.g. public information meetings, meetings with interest groups, guided visits, etc... Describe exactly what is planned and who the target audience is.
- **Workshops, seminars, conferences:** If beneficiary/associated beneficiaries are attending, specify which (if known already). If the beneficiary/associated beneficiaries are organising the event, describe exactly what the topic will be, how it contributes to the objectives, who will be invited (note that the Commission must be invited and, whenever possible, beneficiaries implementing or having 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, 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.
- The beneficiary is required to show the main project results (e.g. summary and detailed activity reports, etc.) on newly-created or existing **websites**. The relevant INTERNET web address should be included in the project reports.
- 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 5-10 pages long and presented in English and in the language of the beneficiary (optional). Please ensure before printing that the Commission has approved the report.
- **Please, take particular care in choosing the technologies, consumables and equipment necessary for the production of awareness-raising material. Environmentally-friendly products/technologies should be favoured.**

### Form T4

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

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

When planning your proposal, consider carefully how you will ensure that project results are eventually implemented and/or used. You should also consider whether it is opportune to include in your projects any action you deem necessary to remove obstacles that may stop your results from being implemented and/or used.

### 7.6.2 Part 2: Form F

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

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

All forms should be completed, printed out and inserted into 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 eligible costs. For information on the different cost categories and on ineligible costs, please refer to Articles 24 and 25 of the Common Provisions of the Grant Agreement (see Chapter 8). Furthermore only costs relating to activities and civil protection interventions carried out in the 27 EU Member States are eligible.

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

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

- Form F0 – Provisional budget

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

- **Indirect costs/ overheads:** Please specify 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:** Please specify the amount of financial contribution requested from the European Commission.

- Form F1 – Project funding breakdown

This form describes the funding of the project by the beneficiaries and/or co-financier(s), as well as the EC contribution requested per beneficiary.

**Beneficiary N°:** Please use the number given in the Beneficiary profiles in the forms **A4** and **A5**.

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

**Total costs of the actions in €** Indicate the total costs of the actions undertaken by the beneficiaries as in the forms **A2** and **A3**.

**Coordinating beneficiary contribution:** specify the amount of 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:** Specify the amount of financial Community contribution requested by the coordinating beneficiary and each of the associated beneficiaries.

**Co-financier name:** As in the Co-Financier profile and commitment forms **A6**.

**Amount of co-financing in €** Indicate the financial contribution of each co-financier as in forms **A6**

- Form F2 (a and b):

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

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

Depending on the number of tasks or actions, rows may have to be added on these tables. Information should be consistent with the contents of the technical forms.

- Notes common to Forms F3 to F7

It is required for all reported budget items to provide a "reference to the Task ID / Action" according to the technical form T3a. Should a budget item refer to more than one Task ID/ Action, please indicate each one of them.

- Form F3 – Personnel costs (only direct costs)

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

**Type of contract:** Please 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 the condition that the individual concerned works in the coordinating/ associated beneficiary's premises and under its supervision and provided that such practice complies with the relevant national legislation.

**Time registration:** The time that each individual works on the project shall be recorded in an appropriate time registration system (e.g. time-sheets), drawn up by the individual and then certified by the coordinating/ associated beneficiary.

**Category:** Please 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, please indicate the name of the person. In this case you should use one line per person

**Annual gross salary:** Please 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. Please remember that, should your proposal be financed by the Commission, only the real costs (e.g. actual salaries) will be considered as eligible costs of the project.

**Daily rate:** The daily rate should be calculated on the basis of the annual number of working days under the national legislation, collective agreements, employment contracts, etc. An example of calculation of the total working days per year could be as follows (subject to 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 out the project.

If temporary staff is employed, the methodology set out above may not be applicable. In this case, the methodology should be explained and the possible detail on the calculation of the budgeted costs should be provided in the form.

- Form F4 – Travel and subsistence costs

You may use more than one line to describe the reason for travel or destination, if necessary, but costs may be presented collectively: e.g. for the total of all technical co-ordination meetings. Clear descriptions should always be given. Please indicate whether the persons travelling are personnel of the applicant / partner(s), or other persons (e.g. members of a steering committee, experts, people taking part 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. Examples: 'dissemination event', 'technical co-ordination meeting', 'project area visit'.

**Travel costs:** Travel costs shall 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. Please indicate travel unit costs. For this purpose you may also refer to data from previous experience or to quotes from a travel agent.

**Subsistence costs:** They cover hotel costs, meals, sundry expenses, local transport etc. and should be applied according to 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 10).*

**Important: 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 in conformity with Community Directives on public tendering procedures.

The "private" coordinating/ associated beneficiary shall invite competitive tenders from potential sub-contractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment of potential sub-contractors and shall 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. Do not apply any depreciation.

**Depreciation rate:** The coordinating/ associated beneficiary shall apply its internal accounting standards to calculate the rate of depreciation applicable for each item. To do this they shall 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 can be recorded in this category.

- Form F6 – Sub-contracting / external assistance costs

You may use more than one line 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). Specify 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 in conformity with Community Directives on public tendering procedures.

The "private" coordinating/ associated beneficiary shall invite competitive tenders from potential sub-contractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment of potential sub-contractors and shall 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 of impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc.

Costs related to the **purchase or leasing** (as opposed to renting) **of equipment**, supplied under sub-contracts are not to be charged to the budget heading for sub-contracting/ external assistance. These costs should be declared separately under the budget heading for equipment.

**Important: Coordinating and associated beneficiaries cannot sub-contract to one another or internally (e.g. between departments or subsidiaries).**

If an **independent financial audit** is required by Article 31(1) of the Common Provisions, the coordinating beneficiary should include an appropriate cost under sub-contracting. The audit obligation does not apply to public bodies and international organisations. The purpose of the audit report is to certify that the accounts submitted are sincere, reliable and substantiated by adequate supporting documents. The auditor should also certify that all costs incurred comply with the provisions in the grant agreement.

For more information on the rules applicable to subcontracts, please refer 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 a bank guarantee (if required by the Commission), inscription fees etc.

It should be noted that communication costs (e.g. telephone, mailing), costs related to buildings (e.g. rent, heating, electricity) and general administrative expenses (e.g. office equipment, stationery) should be charged to the overheads category, unless it can be proven that the cost item is directly and exclusively linked to the project. If applicable, please specify the type of unit used (e.g. pages, etc).

Bank guarantee: A guarantee by 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 when the total pre-financing represents over 80% of the total amount of the Community contribution and exceeds EUR 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 by a third party or by a joint guarantee of the beneficiary and its project associated beneficiaries. The guarantee shall be denominated in Euro.

- 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 purpose only, e.g. working time free of charge, free use of premises, accommodation, meals etc. [2] refers to actions that are necessary for implementation but are either not eligible or the applicant does not wish to include them 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 as public entities or international organisations (see Chapter 7.4) do not have to complete this form. Private applicants must indicate if they are a profit or a non profit making company/organisation.

Within form F9, financial data based on the company’s/organisation’s balance sheet and profit and loss account are collected in a standardised form. Please find below a correspondence table explaining the grouping of different accounts compared to the Fourth Directive on accounting harmonisation. You should complete this form carefully. Given its complexity, the form 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. Thus, it is 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 have to be entered in euros. For financial statements established in other currencies, please refer to the EC InforEuro exchange rates (according to 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 historical balance sheet and profit and loss account; *t-1* is the balance sheet prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet; the *closing date t-1* is the closing date of the balance sheet prior to the last one. *Duration t0* is the number of months covered by the last historical balance sheet. *Duration t-1* is the number of months covered by the penultimate certified historical balance sheet.

BALANCE SHEET	CORRESPONDANCE 4 <sup>th</sup> ACCOUNTING DIRECTIVE	
ASSETS	ASSETS / 4th ACCOUNTING DIRECTIVE (Article 9)	
<b>1. Subscribed capital unpaid</b>	<b>A. Subscribed capital unpaid</b>	A. Subscribed capital unpaid (including unpaid capital)
<b>2. Fixed assets</b>	<b>C. Fixed Assets</b>	
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. Cost 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. Payment 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 interest 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)
<b>3. Current assets</b>	<b>D. Currents assets</b>	
3.1. Stocks	D.I. Stocks	D.I.1. Raw materials and consumables D.I.2. Work in progress D.I.3. Finished products 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 interest D.II.4. Others 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 interest D.II.4. Others 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
<b>Total assets</b>	<b>Total assets</b>	

<b>LIABILITIES</b>	<b>LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)</b>	
<b>4. Capital and reserves</b>	<b>A. Capital and reserves</b>	
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 the previous years	A.V Profit and loss brought forward from the previous years	A.V Profit and loss brought forward from the 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
<b>5. Creditors</b>	<b>C. Creditors</b>	
5.1.1 Long term non-bank	B. Provisions for liabilities and	B.1. Provisions for pensions and similar obligations

debt	charges (> one year) C. Creditors (> one year)	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
<b>Total liabilities</b>	<b>Total liabilities</b>	

<b>PROFIT AND LOSS ACCOUNT</b>	<b>PROFIT AND LOSS ACCOUNT / 4<sup>TH</sup> ACCOUNTING DIRECTIVE (Article 23)</b>	
<b>6. Turnover</b>	<b>1. Net turnover</b>	1. Net turnover
7. Variation in stocks	2. Variation in stock 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 capitalized. 4. Other operating income	3. Work performed by the undertaking for its own purposes and capitalized 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
<b>12. Gross operating profit</b>	<b>Gross operating profit</b>	
13. Depreciation and value	7. Depreciation and value	7. (a) Value adjustments in respect of formation

adjustments on non financial assets	adjustments on non financial assets	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
<b>14. Net operating profit</b>	<b>Gross operating profit - Depreciation and value adjustments on non-financial assets</b>	
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	
<b>18. Profit or loss on ordinary activities</b>	<b>Profit or loss on ordinary activities</b>	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
<b>21. Profit or loss for the financial year</b>	<b>Profit or loss for the financial year</b>	21. Profit or loss for the financial year

## 8. KEY REFERENCES AND WHERE TO FIND THEM

→ IF YOU NEED TO FIND THE MONTHLY EXCHANGE RATES APPLIED BY THE COMMISSION FOR THE EURO, PLEASE VISIT THE FOLLOWING WEBSITE:

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

→ IF YOU WANT MORE INFORMATION ABOUT COMMUNITY FUNDING IN THE FIELD OF THE ENVIRONMENT, PLEASE VISIT THE FOLLOWING WEBSITE:

[http://ec.europa.eu/environment/funding/intro\\_en.htm](http://ec.europa.eu/environment/funding/intro_en.htm)

→ IF YOU ARE UNABLE TO GAIN ACCESS TO THESE DOCUMENTS VIA THE WEB, PLEASE WRITE TO THE COMMISSION AT THE FOLLOWING E-MAIL ADDRESS:

[ENV-A3@ec.europa.eu](mailto:ENV-A3@ec.europa.eu).

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

[http://ec.europa.eu/environment/civil/prote/pilot\\_project08\\_en.htm](http://ec.europa.eu/environment/civil/prote/pilot_project08_en.htm)

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

## 9. CHECKLIST BEFORE SUBMITTING A GRANT APPLICATION

### GENERAL

- **All three parts of the application form (administrative, technical and financial) must be fully completed** with all the requested information. Please remember that the budget in the financial part has to be balanced between costs and revenue.
- **One original** (clearly identified) plus the required **two copies** must be submitted (plus one electronic version).
- **Standard forms** must have been used.
- **Forms must not be hand-written.**

### SIGNATURES

- **Form A2 must be duly signed and dated** by the applicant (coordinating beneficiary).
- If there are further participants, form A3 must be duly **signed and dated** by **each** associated beneficiary.
- If there are other co-financers apart from the applicant, the associated beneficiary/beneficiaries and the Commission, **form A6 must be duly signed and dated** by each co-financer (one form per co-financer).
- **Form A8 must be duly signed and dated** by the competent national central authority.
- **Form A9 must be duly signed, dated and stamped** by the legal representative of the applicant.
- **Form A10 must be duly signed and dated** by the account holder and **signed and stamped** by the bank representative (unless a recent copy of a bank statement is attached)

### OBLIGATORY ANNEXES

- Please **do not forget to attach the obligatory annexes**, as listed in Chapter 7!

**10. DAILY ALLOWANCE AND MAXIMUM HOTEL COSTS IN ELIGIBLE COUNTRIES**

<b>Destination</b>	<b>Daily allowance (€)</b>	<b>Hotel rates (€)</b>
Austria	95	130
Belgium	92	140
Bulgaria	58	169
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
Ireland	104	150
Italy	95	135
Latvia	66	145
Lithuania	68	115
Luxembourg	92	145
Malta	90	115
Netherlands	93	170
Poland	72	145
Portugal	84	120
Romania	52	170
Slovakia	80	125
Slovenia	70	110
Spain	87	125
Sweden	97	160
UK	101	175
<b>EEA countries</b>		
Iceland	85	160
Lichtenstein	80	95
Norway	80	140