



GUIDE FOR APPLICANTS

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I. PREPARATION OF THE PROPOSAL

This Guide for Applicants contains the essential information to guide you through the process of preparing and submitting a proposal. This document is complementary to the call text and it provides guidance on how to complete and submit your proposal from the content point of view and to prepare the estimated budget. It also provides detailed information on the eligibility of costs.

I.1. RELEVANT DOCUMENTS

The main documents relevant to the call are the following:

- Call document;
- Guide for applicants;
- Draft model agreement.

I.2. STRUCTURE OF THE PROPOSAL

Proposals must be submitted by email to the following functional mailbox: EISMEA-MSJA-NON-FOOD-PRODUCTS-2021@ec.europa.eu. Proposals arriving at the Commission by any other means are regarded as not submitted, and will not be evaluated.

A group of applicants, submitting a joint proposal is referred to as a consortium. The coordinator will submit the application on behalf of all applicants.

The submission package comprises two parts:

- **Application form (part A and part B);**
- **Annexes.**

The application form contains the administrative information about the proposal and the participants, and the description of the action. The administrative information (part A) requested includes, contact details and characteristics of the participants, and information related to the funding requested. This information will also be used by the Commission and Agency staff during the evaluation process. The description of the action, the core of your proposal, is based on a template for part B. The template is designed to highlight those aspects that will be assessed against the evaluation criteria. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impact that might be expected to arise from the proposed work.

The annexes concern all the forms to be filled in by the applicant and submitted to the functional mailbox dedicated to the call (EISMEA-MSJA-NON-FOOD-PRODUCTS-2021@ec.europa.eu). A maximum length may be specified for the different sections of the application form. You must keep your proposal within these limits. Where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise to ease the reading of evaluators.

The call documents (application form & annexes) are to be filled in by each partner and submitted by the lead applicant, following the instructions and using the templates indicated in this guide. Where applicable, documents must be signed and scanned in PDF format.

- Application form (Part A and Part B);
- Detailed budget table;
- Co-financing statement form;
- Declaration on honour;
- CVs.

The proposal may be submitted in any of the official languages of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of the abstract may be included in the proposal as well as a summary of maximum 5 pages.

II. APPLICATION FORM PART A (SECTIONS 1 TO 3) - ADMINISTRATIVE INFORMATION

The **application form, Part A** consists of:

Section 1	Information on the applicants
Section 2	Operational capacity
Section 3	Additional funding

The call for proposal sets out the possibilities and requirements in terms of the number of potential beneficiaries of the grant covered by this call. Please note that only entities, which comply with the provisions set out in section 6 of the call document are eligible to participate in this call.

II.1. LEAD APPLICANT (COORDINATOR)

In case of a proposal submitted by a single applicant (mono-beneficiary grant), the lead organisation is the sole entity to fill in the forms and in case of award will be the sole beneficiary of the grant and the sole responsible for its proper execution.

In case of a multi-beneficiary grant, the lead organisation is the coordinator of a consortium established between several applicants (consortium partners), submitting a joint proposal. The lead applicant will be the single point of contact for all communication between the consortium and the Agency and responsible for providing all documents and information to the Agency.

The lead organisation is responsible for the submission of the complete application package and correct information.

II.2. CO- APPLICANTS (CONSORTIUM PARTNERS)

The partners of a consortium shall agree upon appropriate arrangements between themselves for the proper performance of the action. They shall in particular agree on joint responsibility for any amount due to the Agency by anyone of them. This agreement has to be concluded and signed before the signature of the grant agreement.

If a grant is awarded, the consortium partners will forward to the lead organisation the data needed to draw up the report, the financial statements and other documentation required by the grant agreement. They shall immediately inform the lead organisation of any event liable to substantially affect or delay the implementation of the action, who will communicate with the Agency.

II.3. AFFILIATED ENTITIES

If the call for proposals so allows, several affiliated entities may participate as a sole beneficiary in the grant. This can apply to network organisations or entities joint together in one legal entity (holdings, joint ventures). Please check the call text to verify the possibilities for this call.

The applicant entity will have to indicate its participating affiliated entities in the proposal. The affiliated entities will each have to comply with eligibility and exclusion criteria. In case of holding entities, the affiliated entities will also have to comply with the selection criteria.

II.4. CO-FINANCING THIRD PARTY

A co-financing third party is an entity, who brings financing to the project by way of direct monetary contribution, or by a contribution in-kind (e.g. voluntary work), but does not otherwise participate the action. A third party financier is not part of the consortium implementing the action.

Financial contributions by third parties are generally allowed. Please verify the text of the call for proposals to see if third party financing by way of contribution in kind is allowed for your call.

The contribution of third parties to the action will have to be included in the estimated budget. Third parties co-financing the action will have to complete and sign a co-financing statement. This document should be submitted by the coordinator (Co-Financing Statement Form).

II.5. SUBCONTRACTORS

Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities, which form part of the action or work programme. Only a limited part of the project may be subcontracted. The beneficiaries remain solely responsible for the implementation of the action. Please consult the call for proposal text for restrictions on subcontracting.

Sub-contractors are not beneficiaries to the grant, nor affiliated entities. They do not participate in the costs of the action. The beneficiary(ies) remain fully responsible for implementation of the action and payment of the sub-contractors. The costs of subcontracting can be eligible under the conditions indicated, in the grant agreement. The proposal should clearly specify the activities that will be subcontracted and the contract should be procured in accordance with the conditions set in the grant agreement.

Details of subcontracting envisaged have to be included in the Detailed budget table.

II.6. INSTRUCTION FOR THE FORMS

All forms must be submitted as **.pdf** files, except for the Detailed budget table, which should be submitted in **excel** format.

- **SECTION 1,2&3 (APPLICATION FORM, PART A)**

0. Proposal acronym

Use a clear, self-explanatory title, providing guidance as to the content of the project, preferably expressed in one or two words.

1. Participant Identification Code

The Participant Identification Code (PIC) is a unique 9 digit number that helps the Commission to identify a participant. It is used in all grant-related interactions between the participant and the Commission/Agency. The use of PICs will lead to more efficient processing of your proposal.

If your organisation has participated in a proposal under the H2020 Programme or in calls of DG GROW launched since 2012, it is likely that the organisation has already received a PIC number. You can check it on the Participant Portal: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Registration+and+validation+of+your+organisation>.

2. Organisation Legal Name

If applicable, the name under which the organisation is registered in the official trade register or any other official register.

3. Organisation short Name

Acronym of the lead organisation in the applicant's language.

4. Post Code

If applicable, enter the numerical (alphanumeric for The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 and not B-1000.

5. Telephone n° and Fax n°

Please indicate telephone and fax numbers in the following format, for example (a European Commission telephone number in Brussels, Belgium): (32-2) 2991111 (32 being the country code number; 2 the area code number for international calls; 2991111 the subscriber's number).

6. Legal Status

Please choose your legal status in the list provided in the application form.

7. Number of employees

The figures shall comprise the legal organisation as a whole - not only for the department carrying out the work. Please indicate the number of full-time equivalent employees. The contribution of part-time staff should be accounted as the equivalent number of full-time staff.

8. Independence

An organisation is independent if less than 25% of the capital or the voting rights is owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly).

Independently of the ownership of capital or voting rights, please specify if any public authority supervises the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has less than 250 full time equivalent employees, has an annual turnover not exceeding EUR 50 million, or an annual balance sheet total not exceeding EUR 43 million, and is not controlled by 25% or more by a company which is not an SME (source: Commission recommendation 2003/361/EC by 6 May 2003, OJEC L 120, 20/05/2003).

If the organisation is not independent, please provide the legal name(s) of the organisation(s) which own(s) 25 % or more of the organisation or the name(s) of the public authority supervising the organisation.

9. Contact person/Coordinator

The person indicated as "Contact person/Coordinator" of the lead organisation will be the single contact point for the Agency all along the evaluation of the proposal and, in case of award, along the implementation of the project. If there are changes in your contact details at any moment, please communicate immediately your new contact details to the Agency.

10. Information concerning participation and involvement

Indicate the amount of funding in Euro with which the entity intends to co-finance the action. Please check coherence of this amount with the detailed budget form.

Indicate whether the co-financing will take the form of "own resources", "monetary contribution", "contribution in kind", or other.

11. Additional Funding. Grant applications submitted (or due to be submitted) to European institutions or agencies in the current year – Public officials paid directly from central government or local government budgets.

This part aims to guarantee compliance with the principle of sound financial management and check the absence of a double burden on Member States' taxpayers.

The applicant that already receives an operating grant from EC funding will not be eligible for funding indirect costs under this action.

III. PROPOSAL DETAILS

The annexes of the proposal are to be filled in by each partner and submitted by the lead applicant, following the instructions and using the templates indicated in this guide. Documents have to be signed, scanned and sent in **PDF** format, with the exception of the Detailed budgetary table, which has to be in **excel** table format.

The annexes to be filled in and submitted are the following:

- Detailed budget table;
- Co-financing statement from;
- Declaration on honour;
- CVs.

Documents have to be submitted in the format specified within the table below, duly signed where applicable. Originals could be required if the proposal is to be awarded. These will be requested by the Agency services where necessary.

The size limit of a single message (email) is 30 MB including its attachments. On iPhone and iPad, the message size limit with the native email client is 10 MB, due to technical constrains. The Annex filename should not contain any special characters or spaces. It can only contain Latin letters (a-z), digits (0-9), the underscore (_), the dash (-) and the dot (.) character and must in any case be different from the Part B filename. The file naming should follow the system indicated in the table below:

Type of Annex	Who needs to submit	Annex format	File name
Detailed budget table	All applicants	XLS	ParticipantshortnameAnnex1
Co-financing statement form	Co-financing third parties	PDF	ParticipantshortnameAnnex2
Declaration on honour	All applicants Affiliated entities	PDF	ParticipantshortnameAnnex3
CVs http://europass.cedefop.europa.eu/en/home	All applicants	PDF	ParticipantshortnameAnnex4

IV. DESCRIPTION OF THE ACTION – APPLICATION FORM PART B

The description of the action should be provided using a standard template, Application form, Part B - Description of the action. Relevant instructions within each section of the part B are provided to the applicants as to the content expected.

V. BUDGET – DETAILED BUDGETARY TABLE

To indicate the estimate budget for the action, the following form must be used: Detailed Budgetary Table.

The detailed budget table file is composed of 5 sheets (Instructions, Start, Detailed table, Consolidated table (participants) and Consolidated table (project)) which must be used to create your detailed budget table.

You should submit the budget table as part of your proposal as an **Excel** file.

The budgeted amounts should be based on detailed, reasonable and accurate estimates. Keep sufficient documentation to be able to explain them if requested.

Please take care to insert only costs that are eligible under the EU grant agreement (see eligibility article). All estimated costs must be entered in EUR. You will be asked to fill in a similar table later on for cost reporting before payments. Contrary to this table, the cost reporting table should however NOT contain the estimated costs, but the really incurred costs.

ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically.

Start sheet

Use this sheet to define the generic data (project/participant name and PIC), the work packages (number and names) and the number of travels. This information will be automatically copied into the other sheets. Provide a short name, a description for the work package and confirm the number of travels linked to it. To add a work package, click on 'Add a new WP', enter the name and description (name in ALL CAPITALS) and click on 'Update Detailed Budget Table'.

Attention! If you delete work packages or travels on the start sheet AFTER having already started working on the other sheets: - the work package and all costs will be automatically deleted.

Detailed budget table sheet

Use this sheet to enter the budget for each cost category and work package. New lines can be added only when column B is white. Select the cell B on the line that should be added and click on 'Add new line'. Sub-totals and totals are calculated automatically.

Consolidated table (participant) sheet

This sheet shows your budget overview, per work package and cost category. It is calculated automatically.

Consolidated table (project) sheet

This sheet shows the budget overview for the project, per beneficiary, work package and cost category. It needs to be assembled manually by the coordinator on the basis of the detailed budget tables/consolidated budget tables filled out by the participants.

In case of proposal submitted by several applicants (consortium), the budget table should be filled in for each individual applicant (consortium partner).

All instructions how to correctly fill-in the detailed budget table are available in the tab “Instructions” of the same table.

Eligibility and non-eligibility of costs, in-kind contribution and sub-contracting

For the full description of eligible and illegible costs, please carefully read articles 6.1, 6.2, 6.3 and 6.4 from the Model Grant Agreement.

For the full description of the rules for costs from in-kind contribution and sub-contracting, please carefully read articles 9.2 and 9.3 from the Model Grant Agreement.

VI. EXCLUSION CRITERIA

In order to establish eligibility and compliance with exclusion criteria, the following information should be provided:

- Declaration on honour.

VI.1. DECLARATION ON HONOUR

This form can be found in the call information package, together with all the other annexes.

All applicants and, if applicable, affiliated entities shall provide this form, duly completed and signed. Applicants for low value grants, for an amount lower or equal to € 60 000, do not have to provide a declaration on exclusion criteria. Please note that in case of a proposal submitted by several applicants, this amount refers to the total amount requested by all applicants taken together.

VI.2. OPERATIONAL CAPACITY

Applicants must show they have the operational (technical and management) capacity to complete the operation to be supported and must demonstrate their capacity to manage activities corresponding to the size of the project for which the grant is requested. Applicants must be directly responsible for the preparation and management of the project, not acting as an intermediary.

The applicants must include at least:

- CV's of the staff that will be performing the work involved;
- Details of similar projects implemented in the past (table enclosed at the end of the Application form, part B).

The team responsible for the project/operation must have adequate professional qualifications and experience. The curriculum vitae should be submitted in the Europass format, for which a template can be downloaded under this link: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.

Please check the call for proposals for further requirements and evidence to be provided, before finalising your application.

The obligation to provide the supporting documents serving as proof of technical capacity does not apply to low value grants for a financing of € 60,000 or less. However, the applicants in question shall submit a declaration on honour for the purpose of proving the technical capacity.

VII. PROCEDURE

VII.1. SUBMISSION OF THE PROPOSAL

Proposals must be submitted by the deadline set out under section 4 of the **call document**.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Agency may contact the applicant during the evaluation process.

Applications must be submitted in the correct form, duly completed dated, and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Applicants will be informed in writing about the results of the selection process at the email address indicated in the Application form.

Applicants are requested to submit their applications to the functional mailbox dedicated to the call EISMEA-MSJA-NON-FOOD-PRODUCTS-2021@ec.europa.eu. The size limit of a single message (email) is 30 MB including its attachments. On iPhone and iPad, the message size limit with the native email client is 10 MB, due to technical constrains. All submitted documents (application form & annexes) should be in PDF format, except the Detailed budget table, which should be submitted in excel format.

Please respect the deadline for submission of proposal applications at 31/10/2021, 17:00:00 CET. All applications must be sent before the afore-mentioned time. Please allow sometime to submit, in particular if documents are voluminous. In case of doubts, the time of submission will be considered as the one posted on the applicant's email.

Applications sent by fax or paper submission will not be accepted.

***Do not wait until the last moment before submitting your proposal.
Call deadlines are absolutely firm and are strictly enforced.***

Ancillary material

Only the documents indicated in these guidelines should be included in the submission. Unless specified in the call, **any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.**

Withdrawing a proposal

You may withdraw a proposal before the deadline by sending an email to: EISMEA-MSJA-NON-FOOD-PRODUCTS-2021@ec.europa.eu.

VII.2. EVALUATION

All applications will be examined and assessed by an evaluation committee, set up for that purpose by the concerned department.

The assessment of each proposal will be based on the information provided by the applicants in the proposal submitted in reply to this call for proposals. In addition, the Agency reserves the right to use any other information from public or specialist sources.

The information will be assessed in light of the eligibility, selection and evaluation criteria set out in the call for proposals.

The evaluation committee may ask an applicant to provide additional information or to clarify the supporting document submitted in connection with the application, in particular in the case of evident material errors.

At the end of the evaluation, proposals will be:

- Proposed for award, in order of ranking, based on the score obtained after evaluation, and indicating the proposed amount to be financed by Community funds,
- Rejected, stating the reasons for rejection (ineligible proposal, beneficiary failed to meet selection criteria, proposal failed to meet award criteria or did so only partly or is not amongst the best proposals proposed for award given their ranking).
- Included in a reserve list. The Agency can decide to maintain a reserve list composed of proposals, which have obtained a score above the thresholds mentioned in the evaluation criteria form (annex 3 to the call for proposals) in order of ranking.

The conclusion of the evaluation committee is recorded in a report signed by the members of the committee.

Soon after the completion of the evaluation, the results will be finalised and all co-ordinators will receive a letter containing initial information on the results of the evaluation. The letter will give the relevant contact details and the steps to follow if you consider that there has been a shortcoming in the conduct of the evaluation process. The information letter will stipulate how and when further administrative information will have to be provided.

VII.3. AWARD

The Agency may decide to request applicants, whose proposals have been recommended for award by the evaluation committee, to make certain limited adaptations to their proposal. In that case, applicants will receive a formal letter setting out the requested modifications. Any such modifications must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals, but a proposal might be rejected if the request is refusing to ensure a positive follow-up to the request.

On the basis of a recommendation to award of the evaluation committee, a positive follow up of the suggested modifications to the proposal and a verification of additional documentation requested, the grant is awarded and the agreement signed.

A decision to reject an application or not to award a grant can be based on the following grounds:

- the application was submitted after the closing date and hour;

- the application is incomplete or otherwise non-compliant with the stated administrative conditions or in any other way does not comply with the eligibility criteria;
- the applicant or one or more participants are ineligible;
- the technical capacity is considered insufficient;
- the financial capacity is considered insufficient;
- the proposal has not reached the minimum scores as indicated in the evaluation criteria attached to the call for proposals.
- the score obtained by the proposal is not ranked amongst the best proposals considered for the award.

The Agency's decision to reject an application or not to award a grant is final.

Proposals included in a reserve list are to be considered as rejected. Should the Agency decide to award a grant to any of the proposals placed on the reserve list, the applicants will be informed. The reserve list will expire six months after the notification of the results of the call. After that date, proposals on the reserve list will be considered definitively rejected.

The reserve list will be used in case the beneficiaries for which a project has been retained for funding decline to sign the grant agreement or refuse to accept the proposed amendments. In exceptional cases, the Agency might decide to grant additional funding.

VII.4.3. POST INFORMATION AND COMPLAINTS

All applicants will be informed in writing of the Agency's decision concerning their application.

Please note that, in case of award, the beneficiary authorises the Agency, to publish the following information in any form and medium, including via the Internet:

- the name of the beneficiary(ies) name;
- the address of the beneficiary when the latter is a legal person, or region when the beneficiary is a natural person, as defined on NUTS 2 level if he/she is domiciled within EU or equivalent if domiciled outside EU;
- the subject of the grant;
- the amount granted.

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) No 2018/1725¹ on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies and agencies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by Head of Unit, EISMEA Unit I.03/SMP/Internal Market and Consumers. The responsibility of the data controller of the granting authority (EISMEA Unit I.03/SMP/Internal Market and Consumers, Head of Unit (email: EISMEA-MSJA-NON-FOOD-PRODUCTS-2021@ec.europa.eu).

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

(EU, Euratom) 2018/1046². For more information see the Data Protection Notice on: <https://eisma.ec.europa.eu/system/files/2021-04/EISMEA-DPN-calls.pdf>.

VIII. ANNEX - CHECKLIST

Please use the following questionnaire to help you present a complete proposal.

Be as precise as possible. Incomplete proposals run the risk of being ineligible.

This checklist and the questions below will help you submitting a complete proposal. It is not to be attached, nor to be submitted otherwise.

TIME TABLE			
	Yes/No		Answer
My proposal respects the scheduled start date		Start date of proposal	
My proposal respects the maximum duration of the action		Duration of the action	
FINANCING			
My budgetary proposal respects the maximum EU co-financing rate in %		My proposed EU co-financing rate in % is	
My budgetary proposal respects the maximum EU co-financing ceiling in €		My proposed EU co-financing in € is	
I have duly filled in the co-financing statement form providing the sources of co-financing		My co-financing amounts to – in €	
I have duly filled in the detailed budget table for all costs		My costs amount to – in €	
I have duly filled in the detailed budget table for staff costs.		My costs relating to staff amount to – in €	
I have duly filled in the detailed budget table for subcontracting costs		My costs relating to subcontracting amount to – in €	
I have provided a co-financing statement form of each party co-financing the operation in their original form		My co-financing partners are	
		They co-finance the following amounts	
ELIGIBILITY			
My proposal respects geographical conditions for eligibility		Partners of my proposal are legally established in the following countries	
My proposal respects the legal status criteria for applicants		My proposal involves the following co-applicants and affiliated entities	

²

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

Neither I nor my co-applicants or affiliated entities are in any of the exclusion situations (art. 106/107 FR)		I have provided the Declaration of Honor form in its original form for each applicant and affiliated entity	
I (and my co-applicants) have filled in the application form (Part A and B)		I have provided this form for each applicant in their original form	
My proposal corresponds to the definition of the target organisation		My organisation is/my partner organisations are:	
My proposal is signed, dated and complete, using the application form and annexes		I have checked that my proposal includes all forms required	
My proposal is strictly non-profit-making			
SELECTION			
I, my partners and (where appropriate) my affiliates have the required economic and financial capacity			
I (and partners) have the required operational capacity		I have included CVs for the following partners	

Of importance for the consortium in general, but in particular for the coordinator:

Preparing your proposal

- Does your planned work fit with the call for proposals? Check that your proposed work does indeed address the topics open in this call.
- Is your proposal complete? Proposals must comprise the **application form** containing the administrative information (Part A), description of the action (Part B) and the **annexes** including participant and project cost details. A proposal that does not contain all parts will be considered ineligible and will not be evaluated.
- Does your proposal follow the required structure? Proposals should be precise and concise, and must follow the proposal structure described in the provided template, which is designed to correspond to the evaluation criteria, which will be applied. This structure varies for different funding schemes. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- Have you maximised your chances? There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria indicated in the call text. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.

Final checks before submission

- Do you have the agreement of all the members of the consortium to submit this proposal on their behalf?
- Check once more the eligibility criteria mentioned in the call! This includes any budget limits.
- Are your documents in **.pdf** format (except for the Detailed budget table, which should be in **excel** format)?
- Is the filename made up of the letters A to Z, and numbers 0 to 9? You should avoid special characters and spaces.
- Double check that you respect the font size (12 point) and the page limitations for the description of the action!
- Please check that the submitted files are within the size limit of 30 Mbytes?

- Have you virus-checked your computer?