



# European Agri-food Sustainability Cluster Partnerships (SMP-COSME-2023-AGRICLUSTER)

**Info Session – 05 October 2023**



# Welcome and introduction

*Martina BACOVA*

*Call coordinator, EISMEA*

# Agenda:

- 10:00 - Welcome and introduction
- 10:05 - Background, policy context and scope
- 10:40 - General information on the call for proposals
- 11:25 - Q&A session
- 11:35 - REA Central Validation Service: Registration of participants
- 11:45 - Financial provisions of the call for proposals
- 12:20 - Q&A session
- 12:30 - Closing

# Some housekeeping rules:

- Your **microphone and camera** are are **switched off by default**.
- **This meeting is recorded**. If you do not wish your name to appear in the recording, please make sure to submit your question in Sli.do as Anonymous.
- Once the **slides and recording** of this meeting will be **available on the event page**, you will receive an email to inform you.

You can join the **Q&A** from browser or App:

Join at  
**slido.com**  
**#AGRICLUSTER**





# Background, policy context and scope

*Hélène-Diane DAGE,*

*Deputy Head of Unit, DG GROW*



# The Policy Context: The FARM to FORK STRATEGY

## Establish a sustainable food system that:



- **has neutral or positive environmental impact** of food production:

- preserving and restoring the land and sea-based resources;
- mitigate climate change and adapt to its impact;
- reversing the loss of biodiversity;



- **ensures food security and public health:**

- Access for everyone to sufficient, nutritious, sustainable food;
- high standards of safety and quality, plant health, animal health and welfare



- **preserves the affordability of food, while (a.o.):**

- generating fairer economic returns & fostering the competitiveness sector
- promoting fair trade
- safeguarding occupational health and safety
- ensuring integrity of the single market

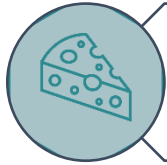


Food security and food safety are cornerstones of our food system, and will never be compromised





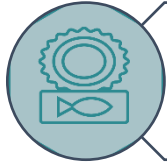
# Themes 1-5 of the European Agri-food Sustainability Cluster Partnerships



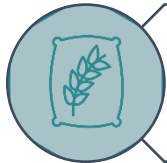
Improve the nutritional composition and environmental footprint of food products/meals



Optimise and develop innovative solutions to prevent food waste during transportation, distribution, home storage and use



Identify and implement measures to improve the material efficiency of processes



Optimise the use of raw materials through valorisation



Improve collaboration along the food supply chain to minimise food losses and waste

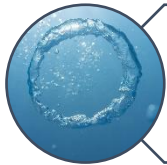
# Themes 6-10 of the European Agri-food Sustainability Cluster Partnerships



Reduce energy use and improve energy efficiency for production through the use of less energy-intensive and low-carbon technologies



Increase the use of renewable energy sources



Improve water-efficiency



Reduce net emissions by applying sustainable bio(-economy)-based solutions




Improve sustainability of food and drink packaging



# Where do those thematic priorities originate from ?

## The EU Code of Conduct on Responsible Food Business and Marketing Practices

- The Code is an essential part of the **Farm to Fork strategy** and of the efforts to increase the **availability and affordability of healthy, sustainable food options** that help reduce our overall environmental footprint.
- It proposes a **collective path for all actors in the food chain** in Europe's transition towards a fair, healthy and environmentally friendly food system.
- It identifies the actions that the **actors 'between the farm and the fork'**, such as food processors, food service operators and retailers, can undertake to improve their sustainability performance.
- These actions can be directly implementable within their own operations or may encourage **collaboration with industry peers** and other food system stakeholders (such as farmers and consumers) to make similar changes.
- It was **co-created in 2021 by agri-food stakeholders**, in a Task Force chaired by FoodDrinkEurope with EU associations, companies, international organisations, NGOs, trade unions, and trade associations.



# Aspirational Objectives of the EU Code of Conduct on Responsible Food Business and Marketing Practices

The Code includes a set of **seven aspirational objectives**, each with specific targets and a list of indicative tangible and measurable actions:

1. Healthy, balanced and sustainable diets for all European consumers
2. Prevention and reduction of food loss and waste
3. A climate neutral food chain in Europe by 2050
4. An optimised circular and resource-efficient food chain in Europe
5. Sustained, inclusive and sustainable economic growth, employment and decent work for all
6. Sustainable value creation in the European food supply chain through partnership
7. Sustainable sourcing in food supply chains



# Complementary instruments and policies

A **list of complementary instruments and policies** has been made available to complement the Code for signatories. Some elements are particularly relevant for SMEs, including:

1. The Code tool on the European Cluster Collaboration Platform (ECCP) (end 2023)
2. The Green Transition Support Database on the ECCP
3. The Europe Enterprise Network (EEN) and its sustainability advisors.
4. Transition Pathway for a more resilient, sustainable and digital agri-food ecosystem, under development with stakeholders
5. European Agri-food Sustainability Cluster Partnerships (SMP-COSME-2023-AGRICLUSTER)



# Objectives of the European Agri-food Sustainability Cluster Partnerships

**Main objective:** Establishment of new 'European Agri-food Sustainability Cluster Partnerships' supporting the implementation of the EU Code of Conduct by SMEs through resource-efficiency technologies, targeting food processing

**Sub-objectives:**

- **Networking:** Strengthen existing agri-food industry support organisations
- **Upgrading:** Development of agri-food cluster organisations in more EU regions, support better the resource-efficiency and the sustainability transition of their SMEs.
- **Capacity-building:** long-term sustainability expertise in agri-food clusters, industry support organisations and technology centres on all objectives of the EU Code of Conduct



# 10 Themes of the European Agri-food Sustainability Cluster Partnerships

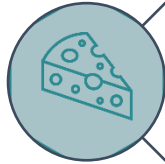
The call for proposals covers 10 themes, proposed for the implementation of specific aspirational objectives of the EU Code of Conduct

Applicants have to choose minimum 1 and maximum 3 themes from the list.

Applicants have to choose at least one theme aiming at improving resource efficiency to directly counter food inflation among themes numbers 3 to 8

It is strongly recommended to consult at least 50 SMEs per partnerships before determining the theme

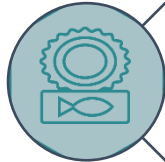
# Themes 1-5 of the European Agri-food Sustainability Cluster Partnerships



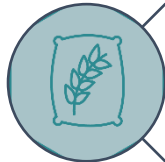
Improve the nutritional composition and environmental footprint of food products/meals



Optimise and develop innovative solutions to prevent food waste during transportation, distribution, home storage and use



Identify and implement measures to improve the material efficiency of processes



Optimise the use of raw materials through valorisation



Improve collaboration along the food supply chain to minimise food losses and waste



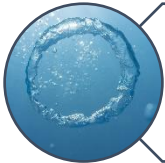
# Themes 6-10 of the European Agri-food Sustainability Cluster Partnerships



Reduce energy use and improve energy efficiency for production through the use of less energy-intensive and low-carbon technologies



Increase the use of renewable energy sources



Improve water-efficiency



Reduce net emissions by applying sustainable bio(-economy)-based solutions



Improve sustainability of food and drink packaging

# 8 Activities of the European Agri-food Sustainability Cluster Partnerships

The **eight activities** listed below are mandatory:

- 1) Selection of agri-food SMEs to be supported
- 2) Identification and presentation of pre-existing best practices
- 3) Definition of a Common Strategic Agenda
- 4) Creating a network of agri-food technology centres
- 5) Appointment of Green Transition Advisors in each agri-food cluster or industry support organization
- 6) Collective support actions
- 7) Individual support actions to individual SMEs
- 8) Communication on the results of the projects and exit strategy

# Deliverables

## Mandatory Deliverables:

- Catalogue of pre-existing best practices identified (activity 2)
- Catalogue of best practices arising via the SME support (activity 8)
- Conference proceedings of the webinar/conference (activity 4)
- Compilation of the results of the Code of Conduct Webtool assessment by the SMEs (activity 3)
- Common Strategic Agenda (CSA) and roadmap with Key Performance Indicators (KPIs) for the implementation of each theme(s) selected by the partnership and including strategic actions on improving resource efficiency to counter food inflation (activity 3)
- Fiche summarising the support provided to each supported SME (1 page per SME or per group of SMEs; activities 6 and 7)
- 2 Technical Progress Reports not linked to payments

# SMART KPIs

1. Number of cluster organisations or business network organisations that benefit from the supported action
2. Number of sustainability investment projects
3. Number of SMEs having directly or indirectly benefited (mandatory minimum: 100)
4. Number of SMEs signing Code of Conduct
5. Number of additional agri-food clusters/ agri-food industry support organisations registered on ECCP
6. Number of pre-existing Best Practices submitted to Green Transition Support Knowledge database (mandatory minimum: 10)
7. Number of best practices created through the SME support and added to the Green Transition Support Database (mandatory minimum: 25).



**Thank you!**



# General information on the call for proposals

*Martina BACOVA*

*Call Coordinator, EISMEA*

# Call Basics

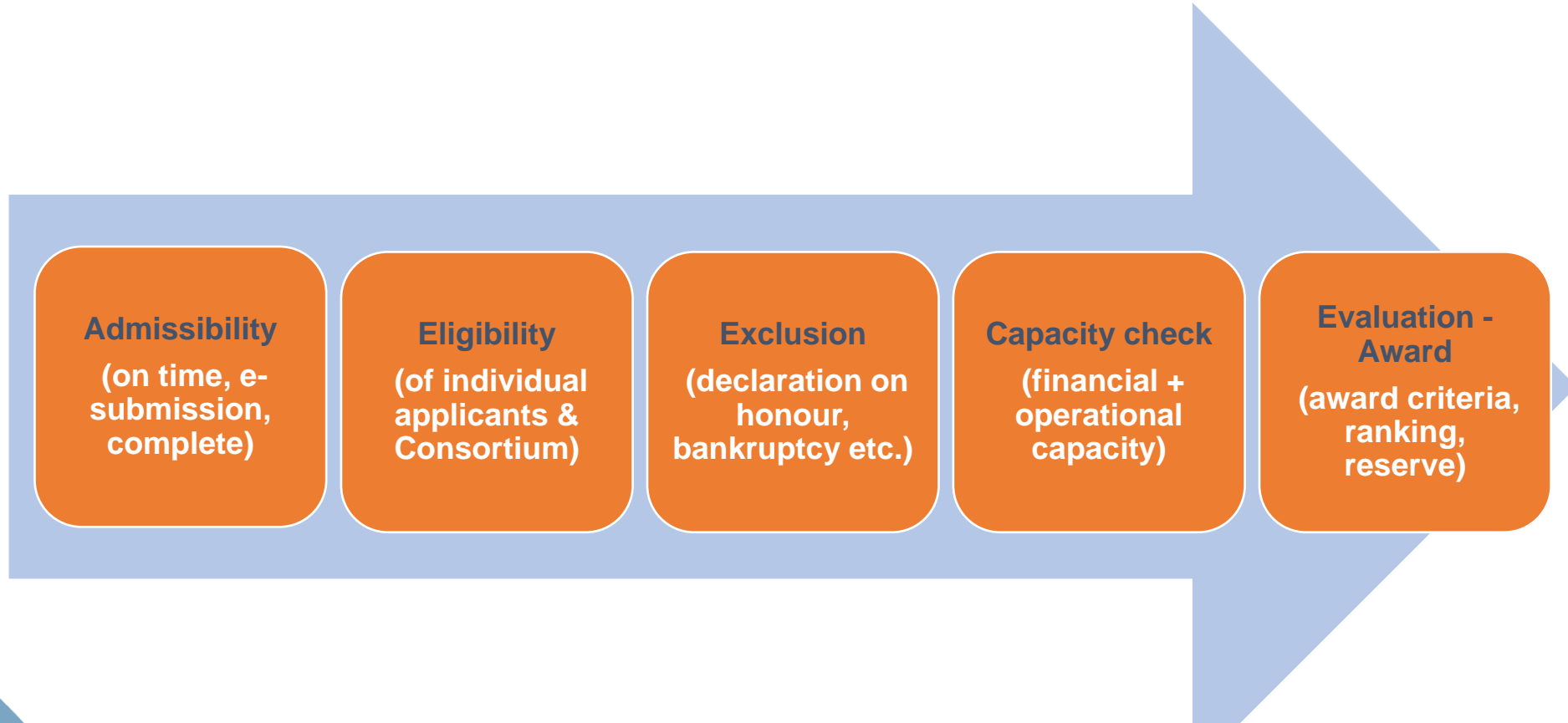
- Call Title: “European Agrifood Sustainability Cluster Partnerships” (SMP-COSME-2023-AGRICLUSTER) ⇒ [Call document](#)
- Call budget: **EUR 3 000 000**
- Maximum grant per project **EUR 1 000 000** ⇒ 3-5 projects
- Project duration: between **30** and **36 months**
- Electronic submission: [Funding and tenders portal](#)

# Indicative Call Timeline

- 💡 18 July 2023: Call published
- ↓ **07 November 2023, 17:00 CET: Deadline for submission** of proposals
- ↓ November 2023 - January 2024: **Evaluation** period
- ↓ January – May 2024: **Grant preparation** and signature
- ↓ June 2024: Project **start**
- ↓ 30-36 months: **Implementation** (continuous reporting + one interim payment for projects)
- 🎯 Indicative June 2027 – November 2027: Final reporting and payment



# Process



Send your questions on the Call to:  
[EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu](mailto:EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu)

# Applicants / Participants

- **Beneficiaries** (receive EU funding for task execution, must be registered/validated)
- **Affiliated entities** (entities linked to a beneficiary; do not sign Grant agreement but receive EU funding so must be registered/validated, but do not count to minimum eligibility criteria of the Consortium!)
- **Associated partners** (not formal recipients of EU funding but must be registered)
- **Subcontractors** (limited part, never for core tasks, indicated in application form; performed by third parties not beneficiaries/affiliated entities)
- **Third parties giving in-kind contributions** (not formal recipients of EU funding)
  - 💡 Proposals must be submitted by a **Consortium of applicants** (beneficiaries, not affiliated entities)
  - 💡 One applicant must be appointed as **coordinator** of the Consortium

# Admissibility requirements

- Electronic submission via the [Funding and tenders portal](#)
- Before the deadline: **7 November 2023, 17:00 CET**
- Applications must be **readable, accessible and printable** [Upload only PDFs and careful with Detailed budget table when transferred into PDF!]
- Applications must be **complete**:
  - Application Form Part A (*filled in online*)
  - Application Form Part B (*template, max 50 pages*) and annexes:
    - Detailed budget table ([template](#) available in Submission System)
    - List of previous key projects for the last 4 years (*template available in Part B*)
    - Annex 5 = Eligibility checklist (*available from EISMEA's page [here](#)*) - to be uploaded under 'Other annexes' field.

 More info on submission process: [Online Manual](#).

# Electronic submission


- [Application forms](#) ... via [Funding and tenders portal](#) :
- **Part A = Administrative Forms** = filled in online:
  - 1) General information incl. proposal's abstract + declarations on behalf of the Consortium partners
  - 2) Administrative data of participating organisations
  - 3) Budget for the proposal (per partner: total estimated eligible costs and requested grant in EUR).
- **Part B** = templates filled in, turned into PDF and uploaded:
  - **Technical description** (*Application form [template](#) in the Submission System, max 50 pages*) + **ANNEXES:**
    - Detailed budget table (*[template](#) available in the Submission System: file 'Tpl\_Detailed Budget Table (SMP COSME GFS 90)'*)
    - List of previous key projects for the last 4 years (*template available as section in Application Form Part B*)
    - Annex 5 = Consortium eligibility checklist (*template available from EISMEA's [page](#)*).

Please select the type of your submission:

SMP Grants for Financial Support [SMP-GFS], SMP Action Grant Budget-Based [SMP-AG]

Start submission

## Administrative forms (Part A)


Edit forms 


View history


Print preview




Name


 Tpl\_Detailed Budget Table (SMP COSME).xlsm

 Tpl\_Detailed Budget Table (SMP COSME GFS 90).xlsm

 Tpl\_Detailed Budget Table (SMP COSME GFS 75).xlsm

 Tpl\_Application Form (Part B) (SMP COSME).rtf

## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B \*



Upload 

Detailed budget table \*



Upload 

 CVs



Upload 

 Annual activity reports



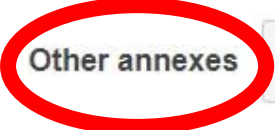
Upload 

List of previous projects

Already included in Part B



Upload 

 Other annexes

Consortium eligibility checklist



Upload 

# Consortium Eligibility checklist (1)

Annex 5 =  
Consortium eligibility  
checklist (*template  
available from  
EISMEA's [page](#)*)  
⇒ **FILL IT IN to  
demonstrate your  
Consortium  
eligibility** and  
upload under 'Other  
annexes' field

## Section 1: Selection of theme(s)

Please select minimum 1 and maximum 3 themes from the below list.

**At least one of the selected themes must be aiming at improving resource efficiency to directly counter food inflation.**

**At least one of the selected themes has to be chosen among themes no. 3 to 8 below:**

- 1. Improve the nutritional composition and environmental footprint of food products/meals, e.g. through product reformulation and new product development/innovation
- 2. Optimise and develop innovative solutions (e.g. in relation to packaging, ingredients) to prevent food waste during transportation, distribution, home storage and use

# Consortium Eligibility checklist (2)

Annex 5 =  
Consortium eligibility  
checklist (*template  
available from  
EISMEA's [page](#)*)  
⇒ **FILL IT IN to  
demonstrate your  
Consortium  
eligibility** and  
upload under 'Other  
annexes' field

## Section 2: Eligibility Sheet

Form on compliance with the specific criteria for eligible consortia  
as outlined in section 6 of the Call for proposals<sup>1</sup>

To be completed for all the organisations participating in the Consortium.

Proposal ID & Acronym: .....

Applicant <sup>2</sup> – list ALL the Consortium applicants' short names and indicate the coordinator in brackets	Country	Agri-food cluster organisation <sup>3</sup> <i>Insert YES or NO</i>	Agri-food technology centre <sup>4</sup> <i>Insert YES or NO</i>	Industry support organisation <sup>5</sup> <i>Insert YES or NO</i>
1.				
2.				

# Eligibility requirements - applicants (1)

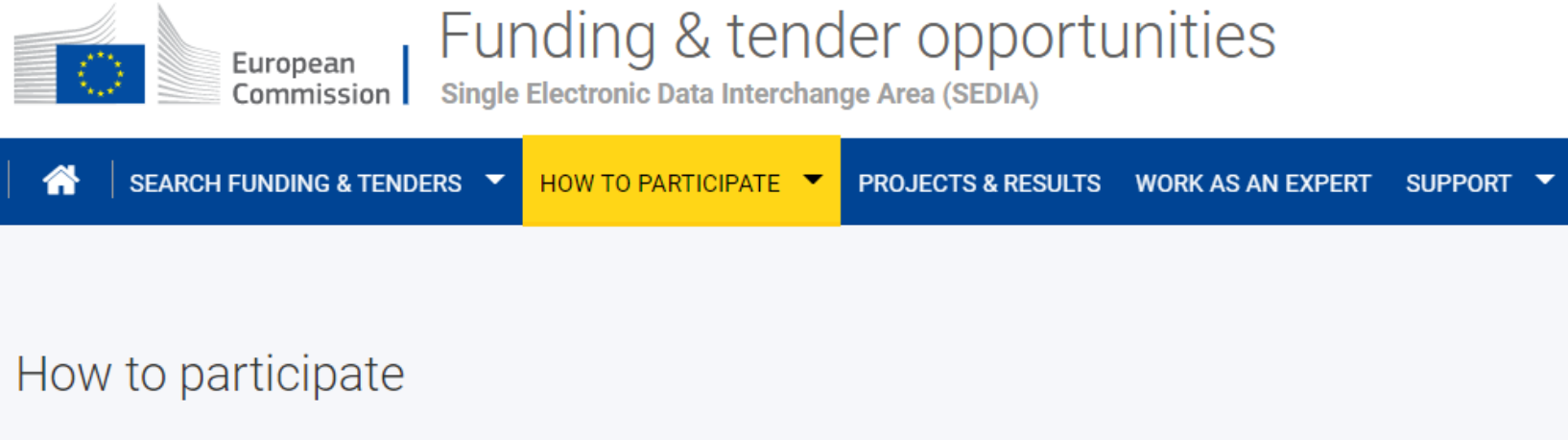
Applicants (beneficiaries, affiliated entities) must be:

- legal entities (public or private bodies)
- established in eligible country (EU member states, Ukraine and [countries participating in Single Market Programme](#))
- be or represent an agri-food cluster organisation; industry support organisation or agri-food technology centre
- Primary agricultural producers and the retail part of the agri-food value chain are NOT eligible



# Eligibility requirements – applicants (2)

- registered in the [Participant Register](#) before submitting the proposal



See [here](#) how to register your organisation

# Eligibility requirements – Consortium (1)

A consortium of applicants (beneficiaries, not affiliated entities):

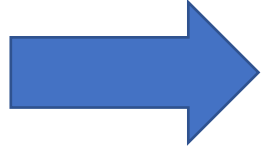
- minimum 4 legal entities from 3 different eligible countries
- the coordinator of the consortium must be an agri-food cluster organisation
- in addition to the coordinator at least 2 other agri-food clusters or industry support organisations
- at least one agri-food technology centre

# Eligibility requirements - Consortium (2)

NB: Consortium coordinator can NOT submit more than one proposal under this call. Multiple proposals from the same consortium coordinator will be rejected.

Applicants – other than consortium coordinators - may participate in more than one proposal under the same call. But if the same applicant is participating in more than one of the proposals selected for a grant, the applicant will be asked to withdraw from all except one of them or the applicant will be rejected from all proposals.

# Financial capacity



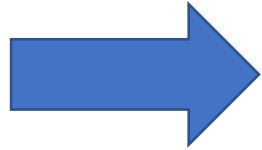
For details see **Section 7** of the [Call document](#)

- **Financial capacity: stable and sufficient resources** needed to successfully implement the project ⇒ check to be carried out on the basis of docs you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.*).
- Financial Viability of the Coordinator = crucial and to be checked later for successful proposals ⇒ select your Coordinator wisely: [Financial capacity self-check simulator](#)



More [info](#) on financial capacity assessment

# Operational capacity + Exclusion



For details see **Section 7** of the [Call document](#)

- **Operational capacity: know-how, qualifications and resources** needed to successfully implement the project ⇒ to be assessed under ‘Quality’ award criterion (competence/experience of the applicants and their project teams = staff profiles, participants description, list of previous projects etc.)
- **Exclusion:** see exclusion situations in Section 7

# Key mandatory elements

- **Maximum grant: EUR 1 000 000**
- **Project length: between 30 and 36 months**
- **8 Mandatory activities**
- **Choice of themes: out of 10 choose** minimum 1 and maximum 3 themes; at least one theme aiming at improving resource efficiency to directly counter food inflation (themes no. 3 to 8).
- **Mandatory indicators:** some with mandatory minimum to be achieved ⇒ **all to be covered.**
- **Mandatory deliverables**

# Evaluation procedure

- Proposals passing admissibility and eligibility check ⇒ evaluation **based on award criteria**.
- **Evaluation committee** (assisted by independent external experts) will assess all applications and create their **ranking**.
- 3 external experts reviewing each application
- All proposals will be informed about the evaluation result (**evaluation result letter**) at the end of evaluation period.
- Successful proposals will be invited to Grant Agreement preparation process (**GAP**); the other ones will be put on the **reserve list** or rejected.

# Award criteria & thresholds

- **Relevance:** clarity and consistency of project, objectives and planning, extent to which they match the call priorities/objectives; contribution to EU strategic and legislative context, transnational dimension, etc.
- **Quality:**
  - Project design and implementation – technical quality, methodology, effectiveness of the work plan, feasibility within time frame, cost effectiveness, clarity of rationale etc.
  - Project team and cooperation arrangements – quality and expertise of Consortium and team, partners role/contribution, procedures, problem-solving mechanisms etc.
- **Impact:** credibility, ambition, expected long-term impact of results on target groups/general public, dissemination strategy, sustainability, relevant KPIs etc.

Award criteria	Minimum pass score	Maximum score
Relevance	16	30
Quality — Project design and implementation	16	30
Quality — Project team and cooperation arrangements	16	30
Impact	6	10
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>



# Tips and tricks for successful proposal (1)

- Read carefully [Call document](#) & FAQs. Get to know/prepare templates & annexes.
- Think like / write for an evaluator: focus / address all award criteria and their elements - you will be assessed on them.
- **Structure the info** (50-page limit!) – be specific, stay in scope, use quantification and clear presentation of the planned work/tasks, be consistent across the proposal. Write in reader-friendly manner. Avoid long sentences/descriptions & abbreviations.
- **What makes your project special?** Do not repeat what is in the call but describe your proposal's **specific contribution / particular idea**.
- **Check completeness** of your proposal - remember about annexes – do not forget **Annex 5!**
- **Submit earlier** = **do not wait until the last minute** with the submission.

# Tips and tricks for successful proposal (2)

- **Build detailed and complete budget** – it must reflect deliverables / activities / description in the proposal.
- Prepare **cost-effective budget** – budgetary items must be necessary for the project execution.
- Clearly describe **division of tasks and responsibilities** between partners in the Consortium.
- Remember that – if successful – **you will need to execute this in practice** - we evaluate the proposals as they are so write as if no further improvements can be made.
- Success = setting **ambitious but realistic goals**.

# Tips and tricks for successful proposal (3)

- **Find your partners & build collaborative Consortium:**
  - partner search [database](#) on Funding & tenders portal + Enterprise Europe Network Cooperation Opportunities [Database](#) + European Cluster Collaboration Platform ([ECCP](#))
  - include partners only upon their **consent**
  - **consult experienced** / former applicants.
- **Get support:**
  - [IT Helpdesk](#) for forgotten passwords, access rights / roles, technical aspects of submission of proposals, etc. or +32 2 29 92222 or [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)
  - [Online Manual](#) for applying via Funding & tenders portal
  - [EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu](mailto:EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu) for non-IT related questions (to be sent by 31 October 2023) ⇒ replies in [FAQ](#)

You can join the **Q&A** from browser or App:

Join at  
**slido.com**  
**#AGRICLUSTER**





# REA Central Validation Service: Registration of participants

Elin **SIDZHIMOV**

Legal and financial adviser – Validation planning team

REA D4.04



# Presentation Outline

1. Registration of participants
2. REA Central Validation Service
3. Communication
4. Guidance documents

# Registration of an organization (at proposal stage)

Participant Register

 Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

## Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

**Search for a  
registered  
organisation**

## Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

**New registration**

# How to register in the Participant Register

Participant's Register

Need help?

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

Identification

Legal name \* 240

Registration country \* 50

Registration number 50

VAT number \* 20 not applicable 500

Review the Form Next

Identification (duplicate check)

(e.g. Legal name, VAT number)

Organisation data

Legal information

Authorised users

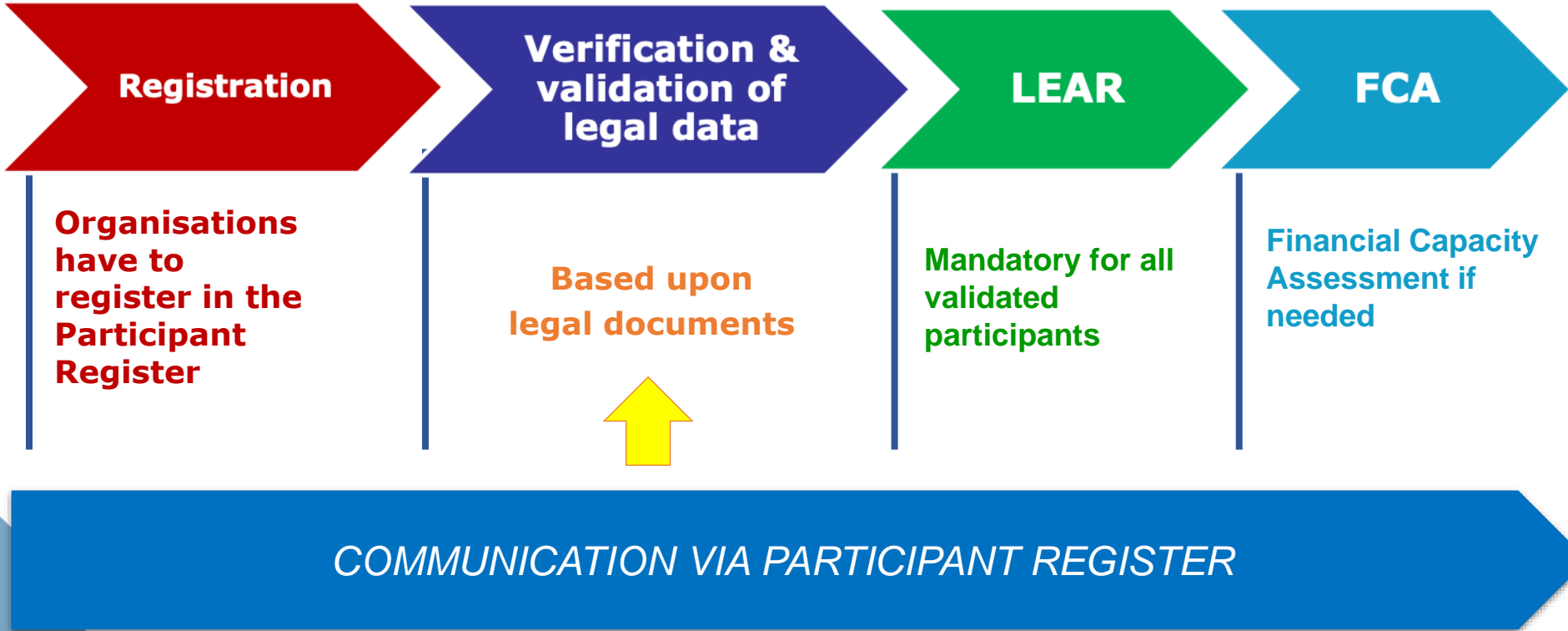
Registration completed

New Participant Identification Code (PIC) in a "declared" status

(e.g. Name, e-mail address of the self-registrant and the back-up)



# Validation Process Overview



# REA Central Validation Service (REA CVS)

- Verifies **legal existence and legal statuses** of entities
- Validates the appointment of **Legal Entity Appointed Representatives (LEARs)**
- Validates **legal changes** of validated entities
- Assesses **universal takeovers (UTROs)** of validated entities
- Creates **Legal Entities and Bank Account Files**
- Prepares the **Financial Capacity Assessment** for RAO
- Performs **ownership control analyses** for specific programmes
- Performs ex-post status verifications (e.g. **SME & MID cap status checks**)

# Legal validation

- Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract
- The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract
- It is reused for future participations in EU grant and procurement actions

# Validation Rules

- Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the [Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#) for EU Grants and Tenders
- Validation is required for all beneficiaries and affiliated entities
- PICs of affiliated entities, frequently included in the consortium during the GAP, must be introduced in the Funding & Tenders Portal's Grant Management Service System

# Legal Entity Validation Documents

- ✓ **Legal Entity Form** (template to be completed, dated, stamped and signed)
- ✓ **VAT extract** (< 6 months)
  - ✓ *If not registered for VAT – **proof of VAT exemption***

- **Registration extract** (<6 months) – for private law bodies
- **Law/decreed/decision** – for public law bodies
- **Treaty** – for international organisations
- **Statutes** – for non-profit organisations

- ✓ **Financial Identification Form** (if BAF requested)

# Communication

(e.g. request to submit legal documents or to appoint a LEAR)

**All communication** to -and from- participants is exclusively managed **through the Participant Register**

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>

to me ▾

## Europa / Funding & Tenders Portal notification

Dear User,

You have been granted the role of **Self Registrant** for the organisation arquicios.

In order to access your organisation data on the Funding & Tenders Portal/Supplier portal, you need to log in on the F&T Portal/Supplier Portal. If you did not have an EU Login yet, it was launched automatically for a separate e-mail with a hyperlink to finalise your account.

For more information on the Funding & Tenders Portal roles, please refer to the [Online Manual](#) if you participate in the [programmes managed on the Funding & Tenders Portal](#).

For more information on the roles for e-Procurement, please refer to the [e-Procurement wiki page](#), if you participate in a tender call.

With kind regards,

EU Single Electronic Data Interchange Area - F&T Portal team

This email has been auto-generated. Please do not reply to this account. Your email will not be read. For any inquiries please contact the Grants Procurement Systems Support +32 (2) 29 71063 or [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu).

**Messages are notified via e-mail** to the contact person (i.e. self-registrant or the appointed LEAR)

# Lost access – PIC account

## Declared/Non valid PIC

- In case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed

## Valid PIC

- If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>

# Guidance documents

- Rules on Legal validation, LEAR appointment and financial capacity assessment:  
[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf)
- How to register in the Participant Register:  
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>





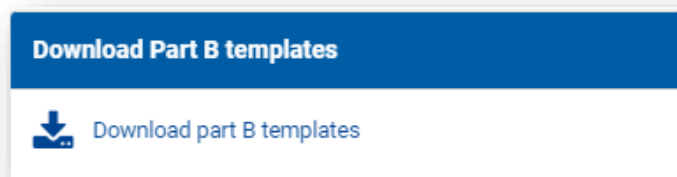
# Financial provisions of the call for proposals

*Ainhoa PARDO ELORDI*

*Financial Officer, EISMEA*

# Financial documents for submission


- ❖ **Summarised budget table** (Application Form Part A - filled in directly online)
- ❖ **Detailed budget table** (Application Form Part B – download -> fill in -> upload the template in PDF format)
- ✓ *financial data in both tables need to match – if not, Summarized budget table takes precedence*
- ✓ *no paper (hard copy) submission – all submission is online!*




**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

Part B

<input type="text"/>	?	Upload 
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Detailed Budget Table

<input type="text"/>	?	Upload 
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# Detailed budget table

# 1. Instructions & 2. Start

- Introductory pages (not to be submitted)
- Submit only sheets 3, 4 & 5
- Complete one Detailed budget table per each member or A.E.
- If no cost in a certain category – box to be left empty

## INSTRUCTIONS (DETAILED BUDGET TABLE ACTION GRANTS – PROPOSAL/GRANT PREPARATION)

### General

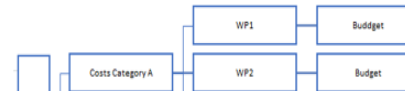
The file is composed of **5 sheets** (Instructions, Start, Detailed table, Consolidated table (participants) and Consolidated table (project)) which must be used to create your detailed budget table.

Depending on the instructions in the call document, you should submit the budget table either as part of your **proposal** and/or during grant preparation:

- for proposal: merge, scan and attach it as a **single PDF** to your Application Form Part B (Funding & Tenders Portal Submission System; only sheets 3, 4, and 5 needed; for sheets 3 and 4: **one per beneficiary/affiliated entity**; more details on technical instructions are in the Online Manual)
- for grant preparation (if needed, after changes requested by the EU): merge, scan and attach it as a single PDF to your Description of the Action (DoA) Part B (Funding & Tenders Portal Grant Preparation tool).

**ATTENTION!** You may be asked to provide an Excel file by email during evaluation and grant preparation, if needed.

The budget table is broken down by cost category and work packages. For technical reasons the number of work packages has to be the same in all categories. Please leave them empty, if there are no costs.



## START (DETAILED BUDGET TABLE – PROPOSAL/GRANT PREPARATION)

### PROJECT DATA

Project number:

Project acronym:

Participant short name:

Participant PIC:

### WORK PACKAGES & TRAVELS

Add a new WP

Update Detailed Budget Table

Index	Name	Description	Number of travels	Delete

1. Instructions

**2. Start**

3. Detailed table

4. Consolid table (participant)

5. Consolid tab

# 3. Detailed table

- **One per member or A.E.**
- Eligible costs ONLY
- List each item only once
- List each cost in it's main WP section
- Use your (best) estimates
- ✓ *White cells: data to enter*
- ✓ *Blue cells: auto-calculated*

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EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)							
Project number:							
Project acronym:							
Participant short name:							
Participant PIC:							
ATTENTION: This table should be filled out one per participant (beneficiary, affiliated entity) ATTENTION: This table may ONLY contain eligible costs (i.e. costs that comply with the eligibility rules of the grant agreement that is part of your call documents). At proposal stage and during grant preparation, it should contain <u>estimated</u> costs/income. Costs must be estimated in EUR. ATTENTION! List each budgeted cost item ONLY once in this table, for the main WP. ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically.							
EU PROJECT BUDGET TABLE (PER PARTICIPANT)							
PROJECT COSTS							
A. Personnel costs							
	Costs (actual costs)				Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities	
	Type of rate (monthly/other)	Rate (amount)	Time (months/other of work on the action)				Total (EUR)
		a	b				c = a * b
Total personnel (all WPs)				0.00			
<span style="float: left;">1. Instructions</span> <span style="float: left;">2. Start</span> <span style="float: left; border-bottom: 1px solid black; padding-bottom: 2px;">3. Detailed table</span> <span style="float: left;">4. Consolid table (participant)</span> <span style="float: left;">5. Consolid table (project)</span>							

# 4. Consolidated table per participant

- Shows different cost heading per work package
- Upon correct entry of data in the Detailed table this table is automatically calculated by the system

EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)													
Project number:													
Project acronym:													
Participant short name:													
Participant PIC:													
CONSOLIDATED COSTS PER WORK PACKAGE (PER PARTICIPANT)													
COSTS PER WORK PACKAGE													
	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons	A.4 SME owners	B. Subcontracting costs	C. Purchase costs							D. Other cost categories	E. Indirect costs	Total
				C.1 Travel and subsistence	C.1 Travel	C.1 Accomodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, work and services	D.1 Financial support to third parties			
	a1 - a2	a3	b	c1	c1a	c1b	c1c	c2	c3	d1	$e = flat-rate * (a1 + a2 + a3 + a5 + b + c1a + c1b + c1c) + c2 + c3 + d1 + d2 + d3 + d4 + d5 + d6$		
TOTAL COSTS PARTICIPANT	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	

# 5. Consolidated table per project

- Shows costs per work package/ per participant
- To be manually filled in by the Coordinator
- Must match financial data entered and automatically calculated in other tables

EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)												
Project number:												
Project acronym:												
ATTENTION! Delete columns that do not apply for your grant.												
CONSOLIDATED COSTS PER WORK PACKAGE (PROJECT)												
PROJECT COSTS PER WORK PACKAGE												
	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons	A.4 SME owners	B. Subcontracting costs	C. Purchase costs						D. Other cost categories	E. Indirect costs	Total
	a1 - a2	a3	b	C.1 Travel and subsistence	C.1 Travel	C.1 Accomodation	C.1 Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties	$e = flat-rate * (a1 + a2 + a3 + a5 + b + [c1a + c1b + c1c] + c2 + c3 + d1 + d2 + d3 + d4 + d5 + d6)$	
PARTICIPANT [name]												
TOTAL COSTS PARTICIPANT (Proposal Step)												0,00
TOTAL COSTS PARTICIPANT (Grant Preparation Step)												0,00
PARTICIPANT [name]												
TOTAL COSTS PARTICIPANT (Proposal Step)												0,00



### 3. Detailed budget table



***Per participant!***

#### PROJECT COSTS

- A. Personnel costs
- B. Subcontracting costs
- C. Purchase costs
- D. Other cost categories
- E. Indirect costs

#### PROJECT INCOME

- EU Contribution
- Revenues and contribution by third parties
- Own resources



# A. Personnel costs

- **A.1 Employees (or equivalent)**
- **A.2 Natural persons under a direct contract**
- **A.3 Seconded persons**
- **A.4 SME owners without salary**

# Costs for employees or equivalent

- ❖ Eligible personnel:
  - ✓ **employment contract** (or equivalent) with the beneficiary + **assigned** to the action;
- ❖ Eligible costs:
  - ✓ **salaries, social security contributions, taxes** and **other costs** linked to the remuneration (if arise from national law or the employment contract + actually incurred).
- ❖ Non-eligible costs: arbitrary bonuses, dividends, etc.
- ❖ Calculation: present it in **monthly rates** for each person who will work on the action.
- ❖ Max. working days per year: 215 working days

# Costs for natural and seconded persons

- ❖ **Seconded persons** by a third party + against payment;
  
- ❖ **Natural persons** under direct contract (not employment): civil, free-lance or expert, eligible if:
  - ✓ Works under conditions similar conditions as employees (supervision, office presence, etc);
  - ✓ Costs are not significantly different from those for personnel performing similar tasks;
  - ✓ Work results belong to the beneficiary;
  - ✓ Costs declared amount solely to remuneration + taxation costs for the person in question.

# Costs for SME owners and natural persons

- ❖ **SME owners and Natural persons** are eligible if:
  - ✓ Owner/co-owner + beneficiary of the action + SME + not receiving a salary;
- ❖ Cost calculation method:
  - ✓ Unit cost (daily rate) x number of day-equivalents worked on the action
  - ✓ Unit cost (daily rate) to be used: Commission Decision C(2020)7715 and Annex 2a

## PROJECT COSTS

### A. Personnel costs

	Type of rate (monthly/other)	Costs (actual costs)			Total (EUR)		Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
		Rate (amount)	Time (months/other of work on the action)					
		a	b	c = a * b				
<b>WORK PACKAGE 1</b>	<b>0</b>							
<b>A.1 Employees (or equivalent)</b>								
Senior experts/advisors/researchers	▼ monthly	0,00	0,00	<b>0,00</b>				
Administrative personnel	monthly	0,00	0,00	<b>0,00</b>				
Senior experts/advisors/researchers	monthly	0,00	0,00	<b>0,00</b>				
<b>Other</b>								
[category 1]	monthly	0,00	0,00	<b>0,00</b>				
[category 2]	monthly	0,00	0,00	<b>0,00</b>				
<b>Total employees (or equivalent)</b>				<b>0,00</b>				
<b>A.2 + A.3 Natural persons under direct contract and seconded persons</b>								
Select a staff category	monthly	0,00	0,00	<b>0,00</b>				
Select a staff category	monthly	0,00	0,00	<b>0,00</b>				
<b>Other</b>								
[category 1]	monthly	0,00	0,00	<b>0,00</b>				
[category 2]	monthly	0,00	0,00	<b>0,00</b>				
<b>Total natural persons under direct contract and seconded persons</b>				<b>0,00</b>				
<b>A.4 SME owners and natural person beneficiaries without salary</b>								
SME owners/natural person beneficiaries without salary	daily	0,00	0,00	<b>0,00</b>				
<b>Total SME owners and natural person beneficiaries without salary</b>				<b>0,00</b>				
<b>Total personnel for this WP</b>				<b>0,00</b>				

# B. Subcontracting costs

- ❖ Purchase of **goods, works or services** related to project tasks;
- ❖ Autonomous - no direct supervision by the beneficiary (as opposed to *in-house consultants*);
- ❖ Allowed, under following conditions:
  - ✓ NO core tasks - specific tasks of the action;
  - ✓ Performed by third parties, not a consortium member or A.E.;
  - ✓ Described in Annex 1;
  - ✓ Budgeted in Annex 2 or *ex post* approved;
  - ✓ If above **30%** of total costs – must be justified in the application;
  - ✓ Can be declared only as *actual costs* incurred;
  - ✓ Best value for money or lowest price;
  - ✓ No Conflict of interest

# C. Purchase costs

- ❖ Services, works or goods;
- ✓ DO NOT cover the implementation of action tasks, but they are necessary to carry out the action;
- ✓ Do not fall in any other cost category;
- ✓ Do not have to be indicated in Annex 1.
  
- ❖ Sub-categories:
  - **C.1 Travel and subsistence**
  - **C.2 Equipment**
  - **C.3 Other goods, works and services**

# C.1 Travel, accommodation and subsistence

## ❖ Eligibility rules:

- ✓ Only for the personnel working on the action;
- ✓ Justified: necessary under the action + calculation provided in the Description column.

## ❖ Must be budgeted as **UNIT costs** (pre-fixed amount)

- ✓ For Unit costs, values from the *Commission Decision C(2021)35* to be used with its **amendment** of 26/07/2023 regarding update of travel costs only.



## C. Purchase costs

### C.1 Travel and subsistence

	Costs (actual costs)	Costs (unit cost)			Also part of other work packages? YES/NO and which WP	Description (e.g. international/not international; place of activity/destination; number of days; number of persons (speakers, personnel and participants whose costs will be covered); transport means; average price per person; subsistence costs/daily allowances)
		Amount per unit	Number of units	Total (EUR)		
<b>WORK PACKAGE 1</b>	<b>0</b>					
	<b>Example: Consortium meetings</b>					
	Speakers					
	Travel costs	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00		
	Personnel					
	Travel costs	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00		
	Participants					
	Travel costs	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00		
	<b>Total travel costs for this travel</b>	<b>0,00</b>				
	<b>Total accommodation costs for this travel</b>	<b>0,00</b>				
	<b>Total subsistence costs for this travel</b>	<b>0,00</b>				
	<b>Total travel</b>	<b>0,00</b>				
	<b>Total travel costs for this WP</b>	<b>0,00</b>				
	<b>Total accommodation costs for this WP</b>	<b>0,00</b>				
	<b>Total subsistence costs for this WP</b>	<b>0,00</b>				
	<b>Total travel for this WP</b>	<b>0,00</b>				
<b>WORK PACKAGE 2</b>	<b>0</b>					

# C.2 Equipment

- ❖ Eligible:
- ✓ New or second-hand;
- ✓ Renting and leasing.

C.2 Equipment							
WORK PACKAGE 1		0					
C.2.1 Purchase (depreciation/full cost)							
	Costs (actual costs)				Total (EUR)	Also part of other work packages? YES/NO and which VP	Description of tasks/activities for which the equipment is needed
	Price	Depreciation method (e.g. 36 months or 60 months)	Number of months allocated to the action	Rate of use for the action (100% or less) if used also for other purposes			
	a	b	c	d	e = (c*b*d)*a		
1 [Equipment short name]	0,00	0	0,00	0%	0,00		
2 [Equipment short name]	0,00	0	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00		
<b>Total depreciation</b>					<b>0,00</b>		
C.2.2 Rental and leasing (rate of use/full cost)							
	Costs (actual costs)				Total (EUR)	Also part of other work packages? YES/NO and which VP	Description of tasks/activities for which the equipment is needed
	Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less) if used also for other purposes				
	a	b	c	d = a*b*c			
1 [Equipment short name]	0,00	0,00	0%	0,00	0,00		

- ❖ Basic rule : **Depreciation**
- ✓ Eligible: corresponds to **DURATION** of the action + **RATE** of actual use for the action;
- ✓ Recorded in the assets register (acc. to *international accounting standards* or *usual practice of the beneficiary*).

# D.1 Financial support to third parties (FTSP)

- MAX. **20%** of the grant;
- Reimbursed at **100%** of the cost incurred;
- Maximum amount per third party **EUR 60 000**;
- **Cannot** be provided through services of a consortium member or A.E.;
- **Intended purposes + eligible channels** listed in the Call Document, pages 13-15;
- Elaborated in detail in the proposal (objectives, conditions, modality, etc);
- Transparency (no conflict of interest, criteria pre-defined, etc).

# E. Indirect costs

## ❖ **Running or operating costs (overheads)**

- ✓ Not directly linked to the action implementation and not to be attributed directly to it;
- ✓ Reimbursed at the flat-rate of 7% of the eligible direct costs;
- ✓ Automatically calculated by the IT system applying the rate of 7% to the sum of the eligible costs;
- ✓ Example: stationery, rent of the office, utilities, phones calls, etc;
- ✓ No breakdown of these costs is required.

# Specific cost eligibility

## VAT

- Non-deductible VAT is eligible
- Not eligible if refunded by acting public authority

## Kick-off meetings

- Eligible, if the meeting takes place after project starting date

## Project websites

- Communication costs - eligible
- Costs for separate project websites – not eligible

**In-kind contributions:** only if cost neutral

# Project income

- ❖ EU contribution (grant): **100% for FSTP** and
  - **90% for all other cost categories**
  
- ❖ Revenues and contributions by third parties:
  - ✓ **income generated by the action** such as *direct revenues* or *receipts* (e.g. conference participants fees, sales of books); but **No-profit rule** — Grants may **NOT** give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
  
  - ✓ **In kind (for free) contributions** from third parties( cannot be declared as cost)
  
- ❖ Own resources or the own contribution of the beneficiary

PROJECT INCOME		
<b>EU CONTRIBUTION (GRANT)</b>		
	Amount (EUR)	
Total costs	0,00	
Multiple feeding rates (%) = $(s1 + s2 + s3 + s4 + s5) * 90\% + b * 90\% + (c1 + c2 + c3) * 90\% + (d1) * 100\% + (s) * 90\%$		
Maximum EU contribution	0,00	
Requested EU contribution	0,00	ATTENTION! In order to avoid rounding issues, please request 1 cent less than the maximum EU contribution.
<b>EU CONTRIBUTION</b>	<b>0,00</b>	
<b>REVENUES AND CONTRIBUTIONS BY THIRD PARTIES</b>		
<b>Revenues</b>		
<b>Income generated by the action</b>		
	Amount (EUR)	Description of the income (type of generated income and number of actors, etc)
<b>ALL WORK PACKAGES</b>	Estimated income generated by the action	0,00
	<b>Total income generated by the action</b>	<b>0,00</b>
	<b>Revenues</b>	<b>0,00</b>
<b>In-kind contributions by third parties</b>		
<b>In-kind contributions by third parties</b>		
	Amount (EUR)	Description of the contribution (type of contribution, donor, purpose, etc)
<b>ALL WORK PACKAGES</b>	Estimated in-kind contributions by third parties	0,00
	<b>Total in-kind contributions</b>	<b>0,00</b>
	<b>In-kind contributions</b>	<b>0,00</b>
<b>Financial contributions by third parties</b>		
<b>Financial contributions by third parties</b>		
	Amount (EUR)	Description of the contribution (type of contribution, donor, purpose, etc)
<b>ALL WORK PACKAGES</b>	Estimated financial contributions by third parties	0,00
	<b>Total financial contributions</b>	<b>0,00</b>
	<b>Financial contributions</b>	<b>0,00</b>
<b>TOTAL REVENUES AND CONTRIBUTIONS BY THIRD PARTIES</b>	<b>0,00</b>	
<b>OWN RESOURCES</b>		
	Amount (EUR)	
	Own resources	0,00
	<b>OWN RESOURCES</b>	<b>0,00</b>
	<b>TOTAL INCOME PARTICIPANT</b>	<b>0,00</b>

Thank you!



# Q&A session





You can join the **Q&A** from browser or App:

Join at  
**slido.com**  
**#AGRICLUSTER**





# Closing session

*Martina BACOVA*

*Call coordinator, EISMEA*

# Thank you!

For any additional information, please contact:

[EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu](mailto:EISMEA-SMP-COSME-ENQUIRIES@ec.europa.eu)