



LIFE Programme

Call for proposals

Technical Assistance

LIFE-TA-2019

Version 1.0
4 April 2019



CALL TEXT

 Use this template for your call text document.

- Internal instructions and footnotes in green should be deleted.
- For options /in square brackets/: choose the option that applies. (Options not chosen and the brackets should be deleted.)
- For fields in [grey in square brackets]: enter the appropriate data (and take out the grey colour and the brackets).

This template is NOT IT-supported. It must be prepared manually (by choosing and deleting the options/entering the appropriate data), validated and filed in ARES and sent to the PP team (for publication and link to your Call Topic page and the PP Reference Documents page).
For the filing: if you cannot find the right folder in ARES, please contact your DMO.

Important:

If your MGA is not ready for call publication (normally the case for new programmes), insert the hyperlinks later and ask PP team to re-publish the call document (with the versioning history table indicating this change as vX.1).

HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	04.04.2019	Initial version.	



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)
Department B - LIFE and H2020 Energy, Environment, Resources
Unit B3 - LIFE and CIP Eco-Innovation

LIFE Programme
Technical Assistance
LIFE-TA-2019

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0. Introduction

LIFE is the European **Programme for the Environment and Climate Action**, for the period from 1 January 2014 until 31 December 2020. The legal basis for LIFE is Regulation 1293/2013¹.

The LIFE Programme is structured in two sub-programmes: the sub-programme for Environment and the sub-programme for Climate Action. The overall financial envelope for the implementation of the LIFE Programme is EUR 3 456 655 000, of which 75 % is allocated to the sub-programme Environment (EUR 2 592 491 250) and 25 % to the Climate Action sub-programme.

1. Background to the call

Technical Assistance (TA) projects provide, by way of action grants, financial support to help applicants prepare Integrated Projects (IPs). A maximum of 1 % of the yearly budget allocated to Integrated Projects may be made available to Technical Assistance projects. The amount available for co-financing Technical Assistance projects in 2018 will be 980,000 € under the sub-programme Environment and 260,000 € under the sub-programme for Climate Action.

According to Article 2 of the LIFE Regulation, Technical Assistance projects are supposed to ensure that the Integrated Projects (IP) which they prepare comply with the timing, technical and financial requirements of the LIFE Programme in coordination with funds referred to in Article 8(3).

Technical Assistance projects have to aim at the preparation of a future IP proposal and the applicant must not be a Member State entity which receives financing for a Capacity Building project which covers at least a part of the period to be covered by the Technical Assistance project.

Integrated Projects – as defined by the LIFE Regulation – are projects implementing on a large territorial scale, in particular, regional, multi-regional, national or trans-national scale, certain specific environmental or climate action plans, strategies or roadmaps required by specific Union environmental or climate legislation, developed pursuant to other Union acts or developed by Member States' authorities, primarily in the areas of nature, including, inter alia, Natura 2000 network management, water, waste, air and climate change mitigation and adaptation, while ensuring involvement of stakeholders and promoting the coordination with and mobilisation of at least one other relevant Union, national or private funding source.

Applicants are strongly advised to refer to the documents "LIFE2019 Integrated Projects: Guidelines for applicants of the sub-programme Environment" and "LIFE 2019 Integrated Projects: Guidelines for applicants of the sub-programme Climate Action" that describe in full detail the topics and scope of Integrated Projects.

2. Objectives — Themes & priorities — Activities that can be funded — Expected impact

Objectives

Be aware that the objective of a Technical Assistance project is the submission of a proposal for an Integrated Project. The coordinating beneficiary should submit a full IP proposal before the end of the project.²

¹ [Regulation \(EU\) No 1293/2013 of the European Parliament and of the Council of 11 December 2013. \(OJ L 347/185 of 20.12.2013\).](#)

² Please keep in mind that the submission process of an Integrated Project consists of two phases. In case you plan to submit a Technical Assistance project for elaborating an Integrated Project proposal for the ongoing call the concept note for the Integrated Project has to be submitted in September 2018.

This proposal has to be of good quality and has to be eligible. If failure to submit is due to the fault of a TA beneficiary, the granting authority reserves the right to recover any pre-financing and to declare all project costs ineligible.

Applicants should ensure that the targeted action plan, strategy or roadmap will be eligible for an Integrated Project. Please note that, inter alia, the action plan, strategy or roadmap should be likely to be adopted by the submission date of the proposal for the Integrated Project, which by default will be before the end date of the Technical Assistance project.

Themes & priorities

You can submit a Technical Assistance Projects under the following topics:

TA Environment

Provides financial support for the preparation of a proposal for an Integrated Project in order to implement a River Basin Management Plan (RBMP), a Waste Management Plan (WMP) or an Air Quality Plan.

TA Nature

Provides financial support for the preparation of a proposal for an Integrated Project in order to implement a Priority Action Framework (PAF).

TA Climate Change Adaptation

Provides financial support for the preparation of a proposal for an Integrated Project in order to implement specific set of strategic climate plans or strategies:

- Climate change adaptation IPs: should aim at the implementation of national, regional or local specific adaptation strategy or action plan;
- Urban climate change adaptation IPs: should aim at the implementation of urban or community-based action plan pioneering the transition to a climate resilient society.

TA Climate Change Mitigation

Provides financial support for the preparation of a proposal for an Integrated Project in order to implement specific set of strategic climate plans or strategies:

- Climate change mitigation IPs: national, regional or industry-/sector-specific greenhouse gas mitigation strategy or low carbon economy roadmap.
- Urban climate change mitigation IPs: should aim at the implementation of urban or community-based action plan pioneering the transition to a low carbon society.

Activities that can be funded

The overall objective of a Technical Assistance project is writing an IP proposal, so all implementation actions must contribute to this goal.

As a general principle, all actions included in the Technical Assistance project must be new and additional to the work undertaken by the applicant prior to the project.

In general, and amongst others, the activities:

- should not be research;
- should not include statutory responsibilities of the competent authority;
- should be completed within the duration of the project;
- should be clearly related to the objective(s) of the project and the corresponding IP.

Activities may include (this is not an exhaustive list):

- recruitment of new personnel and training for writing a LIFE IP proposal;
- contracting external assistance for writing a LIFE IP proposal;
- information collection for the preparation of a LIFE IP proposal (e.g. on sources of funding)
- networking, consultation and coordination work for preparing, writing and implementing the IP;
- coordination with stakeholders to be involved in the Integrated Project;
- developing financing plans where such plans are not already part of the target action plan, strategy or roadmap;
- writing of the IP proposal itself.

Every project proposal must contain an appropriate amount of both project management and monitoring activities. This typically involves at least all of the following activities and associated costs:

- Project management, activities undertaken by the beneficiaries for the management of the project (administrative, technical and financial aspects) and for meeting the LIFE reporting obligations. The project management structure must be clearly presented (including an organigram and details of the responsibilities of each person and organisation involved).
- Training, workshops and meetings for the beneficiaries' staff, where these are required for a successful management of the Technical Assistance project.

If a coordinator or project manager also directly contributes to the implementation of certain work package, an appropriate part of his/her salary costs should be attributed to the estimated costs of those actions.

Please be aware that all project activities must be grouped in a logical, consistent and structured way into separate **work packages**.

All work packages must present a clear, logical link to the project objectives and to the other work packages. For further details on how to conceive the work packages in your project proposal, please refer to the [Guide for Applicants](#).

Expected impact

A proposal for a Technical Assistance project is expected to support the applicant during preparation of an eligible IP proposal of good quality that targets an eligible action plan, strategy or roadmap. The proposals must also demonstrate that the proposed action is of Union interest by making a contribution to the achievement of one of the general objectives of the LIFE Programme set out in Article 3.

3. Timetable & available call budget

Indicative time-table

Timing (planned)	
Call publication:	04 April 2019
Opening for submissions	11 April 2019
Deadline for applications:	12 June 2019 – 17:00 CET
Evaluation:	June-August 2019
Information on evaluation result:	September 2019
Grant agreement signature:	October/November 2019
Starting date:	01 November 2019

Call budget

The available call budget is **EUR 1 280 000**.

Specific budget information per topic can be found in the table below.

Project budgets are expected to range between the amounts below (per topic), but this does not preclude the submission/selection of proposals requesting other amounts.

Topic	Topic budget	max. EU contribution per project
1 — Environment	EUR 400 000	EUR 100,000
2 — Nature	EUR 580 000	EUR 100,000
3 — Adaptation	EUR 130 000	EUR 100,000
3 — Mitigation	EUR 130 000	EUR 100,000

EASME reserves the right not to award all available funds or to redistribute them between the call priorities, depending on the applications received and the evaluation results.

4. Admissibility conditions

Admissibility

Applications must be submitted before the call deadline (*see time-table section 3*).

Applications must be submitted electronically via the Participant Portal Electronic Submission System (accessible via the Call Topic page in the [Funding Opportunities](#) section). Paper submissions are no longer possible.

Applications (including annexes and supporting documents) must be submitted using the forms provided inside the Electronic Submission System (not the documents available on the Call Topic page — they are only for information).

Your application must be readable, accessible and printable and contain all the requested information and all required annexes and supporting documents (see *section 10*).

5. Eligibility conditions

Participants

In order to be eligible for a grant, the participants must be:

- legal persons
- belong to one of the following categories: private entities, public entities, or international organisations³
- be directly responsible for the preparation and management of the project with the other applicants, i.e. not acting as an intermediary.
- be established in one of the eligible countries, i.e.:
 - EU Member State (including overseas countries and territories (OCTs))
 - eligible non-EU countries:

As coordinators, only applicants from EU member states are eligible for Technical Assistance projects.

In addition, the LIFE Programme may finance activities outside the Union and in overseas countries and territories (OCTs), provided those activities are necessary to achieve Union environmental and climate objectives and to ensure the effectiveness of interventions carried out in Member State territories to which the Treaties apply. In such case, a legal person established outside the Union may be able to participate in the projects provided the coordinator is based in the Union.⁴

It is expected that the applicant of a Technical Assistance project is the intended applicant of the future Integrated Project.

Natural persons are NOT eligible.

Member State entities which receive financing for a Capacity Building project, which covers at least a part of the period to be covered, by the Technical Assistance project are not eligible.

EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium. However, the European Commission Joint Research Centre can participate in a LIFE project only at zero cost.

Special rules may apply for entities from certain countries (e.g. *countries covered by [Council sanctions](#), entities covered by Commission Guidelines No [2013/C 205/05](#)*⁵.

³ For the definition, see Article 156 EU Financial Regulation [2018/1046](#).

⁴ Article 6 of Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013 on the establishment of a Programme for the Environment and Climate Action (LIFE) and repealing Regulation (EC) No 614/2007 Text with EEA relevance (*OJ L 347, 20.12.2013, p. 185–208*)

⁵ Commission Guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (*OJEU C 205 of 19.07.2013, pp. 9–11*).
Note that these guidelines extend to third parties receiving financial support within the meaning of Article 204 EU Financial Regulation [2018/1046](#).

To prove eligibility, all applicants must register in the [Participant Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin.

Applications by single applicants are allowed.

For UK applicants: For UK applicants: Please note that until the United Kingdom leaves the EU, nothing changes with regard to the participation in EU programmes. Please be aware however that the eligibility criteria must be complied with for the *entire* duration of our framework partnerships/grants. If the United Kingdom withdraws from the EU during that period (without an agreement ensuring eligibility for UK beneficiaries), you will cease to receive EU funding or be required to leave the project on the basis of the contractual provisions on termination.

Once a proposal has been accepted for co-funding, the lead applicant will become the **coordinator** legally and financially responsible for the implementation of the project.

The coordinator will be the single point of contact for EASME and will submit the report on the project's technical and financial progress.

The coordinator receives the EU financial contribution and ensures its distribution as specified in the internal consortium agreements established with the beneficiaries (if there are any – see below). The coordinator must be directly involved in the technical implementation of the project.

The coordinator must bear part of the project costs and must thus contribute financially to the project budget. It cannot therefore be reimbursed for 100 % of the project costs that it incurs (see also section 1.8.4). Furthermore it cannot act, in the context of the project, as a sub-contractor to one of its project partners.

In addition to the coordinator, a LIFE proposal may also involve one or more beneficiaries.

A **beneficiary** must always contribute technically to the proposal and hence be responsible for the implementation of one or several action tasks. A beneficiary must also contribute financially to the project. It cannot act, in the context of the project, as a sub-contractor to the coordinator or to other beneficiaries.

An Integrated Project is supposed to be an inclusive project, which means that all key stakeholders should be involved. This should be already taken into account, if reasonable, for the Technical Assistance project. However, stakeholders for the Integrated Project in question may be involved via meetings or consultations; they do not necessarily have to be beneficiaries or linked third parties.

Public undertakings whose capital is publicly owned and that are considered an instrument or a technical service of a public administration, and are subject to the administration control, but are in effect separate legal entities, must become beneficiaries if a public administration intends to entrust the implementation of certain project actions to the undertaking⁶.

For specific tasks of a fixed duration, a proposal may also foresee the use of **subcontractors**. Subcontractors cannot act as beneficiaries or vice-versa. Subcontractors provide external services to the project partners who fully pay for the services provided. Sub-contractors should not be identified by name in the proposal unless they are considered a linked third party to a project partner.

⁶ This is the case for example in Spain for "empresas públicas" such as TRAGSA, or EGMASA and in Greece for regional development agencies.

Activities

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

According to Article 8 of the LIFE Regulation, support from the LIFE Programme should be "complementary to other financial instruments of the Union" and overlap between the LIFE Programme and other Union policies and financial instruments should be avoided. These include, amongst others, the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development, the Competitiveness and Innovation Framework Programme, the European Maritime and Fisheries Fund and the Horizon 2020 Programme.

The project partners must inform EASME about any related funding they have received from the EU budget, as well as any related ongoing applications for funding from the EU budget.

Geographical scope

The geographic location of actions should normally correspond to that of the future IP.

Technical Assistance projects shall generally take place in the territory of the European Union Member States. The LIFE Programme may also finance activities outside the EU and in overseas countries and territories (OCTs), provided that the coordinating beneficiary is based in the EU and strong evidence is provided that the activities to be carried out outside the EU are necessary to achieve EU environmental or climate objectives and to ensure the effectiveness of interventions carried out in the Member State territories to which the Treaties apply.

Duration

The duration of a Technical Assistance project should not exceed two years. It is expected that a Technical Assistance project aims to prepare a proposal for an Integrated Project for the submission deadline which is following the start date of the Technical Assistance project or the submission deadline one year later. Therefore, the reasonable end date of a Technical Assistance project is the next (or the one after the next) submission deadline for the full proposal (stage II) for Integrated Projects. Since the exact submission date for Integrated Projects proposals is not known yet at the time of submission of a TA project proposal, it is suggested to add two or three months as a safety margin to the expected project duration.

Beneficiaries should note that a project that has completed all of its actions prior to the expected end date can submit its final report ahead of schedule if it includes a commitment to submit a proposal for an Integrated Project by the following deadline. However, the final payment request will only be accepted after submission of the IP proposal.

6. Award criteria

Admissible and eligible applications will be evaluated, scored and ranked against the following award criteria:

Award criteria	Minimum pass score*	Maximum score
Technical coherence and quality	30	60
Financial coherence and quality	20	40
Overall (pass) scores	55	100

*A project proposal has to reach at least the minimum pass score for each award criterion and also the sum of scores for criteria for which a minimum score has been fixed has to be equivalent to 55 points or more. Other applications will be rejected.

Technical coherence and quality

The clarity, coherence and feasibility of the proposal (Is the pre-operational context well described? Is the future IP sufficiently taken into account? Is there a logical link between present context and the expected results? Are the management structures well organized and the potential difficulties taken into account? Is the time planning realistic? etc.),

The level of involvement and commitment of the relevant authorities and stakeholders, and the added value of the Technical Assistance project considering other work already undertaken to prepare an Integrated Project, including previous EU financing for PAF projects for Integrated Projects under the sub-programme Environment and Climate Action will be evaluated in view of the project objectives and its expected results.

Financial coherence and quality

The proposed budget and its consistency with the actions proposed and with the applicable rules as well as the cost-effectiveness of the proposed approach will be evaluated. The value for money of the proposal will also be assessed. The given budget has to be sufficiently detailed to evaluate if the costs in the different categories are reasonable, justified and correctly allocated.

All proposals retained after the evaluation against the award criteria will be ranked on merit. In order to keep geographical balance, in the initial step, at most one TA proposal per Member State under the sub-programme Environment and one TA proposal per Member State under the sub-programme Climate Action will be awarded a grant. If budget remains after this step, then the remaining proposals on the list will be considered for funding on the basis of merit alone.

For each proposal, the Member States to which the EU financial contribution will be allocated must be clearly identifiable in the proposal. This EU financial contribution is either allocated to the Member State in which the coordinating beneficiary is registered, or, in case of a trans-national proposal, to more than one Member State.

7. Other conditions

Financial capacity

All project participants must have stable and sufficient resources to successfully implement the project and contribute their share. Organisations participating in several projects must have sufficient capacity to implement several projects.

The financial capacity check will be done by us on the basis of the documents you will be requested to upload in the Participant Register (profit and loss account and balance sheet for the last two closed financial years, or for newly created entities possibly the business plan; for applicants requesting more than EUR 750 000: audit report produced by an approved external auditor, certifying the accounts for the last closed financial year).

The analysis will take into account elements such as dependency on EU funding and deficit and revenue in previous years.

It will normally be done for all applicants, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the individual requested grant amount is not more than EUR 60 000 (low-value grant).

If needed, it may also be done for linked third parties.

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

- further information
- an enhanced financial responsibility regime, i.e. full joint and several responsibility for all applicants (*see below, section 9*)
- pre-financing paid in instalments
- (one or more) pre-financing guarantees (*see below, section 9*)

or

- propose no pre-financing
- request that you are replaced or, if needed, reject the entire application.

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

Operational capacity

All participants must have the know-how and qualifications to successfully implement the project (including sufficient experience in EU/trans-national projects of comparable size).

This capacity will be assessed on the basis of the experience of the applicants and their staff.

Applicants will have to show this via the following information in the Proposal Template (Part B):

- a description of the consortium participants and their experience in the field of the area of the proposal
- a list of EU funded actions/projects (including LIFE) for the last 4 years.

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

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

Exclusion

Applicants that are subject to an EU administrative sanction (i.e. exclusion or financial penalty decision)⁷ or in one of the following situations⁸ are excluded from receiving EU grants and can therefore not participate:

⁷ See Article 136(1) EU Financial Regulation [2018/1046](#).

⁸ See Articles 136(1) and 141(1) EU Financial Regulation [2018/1046](#).

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct⁹ (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement or grant decision (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or natural persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out during the grant award procedure that they¹⁰:

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

⁹ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹⁰ See Article 141(1) EU Financial Regulation [2018/1046](#).

**IMPORTANT**

- **Coordinator & consortium** — The coordinator represents the consortium towards the EU. You must have agreement of the other members and their mandate to act on their behalf and will have to confirm this in your application. Moreover you will have to declare that the information in the proposal is correct and complete and that all participants comply with the conditions for receiving funding (especially, eligibility, financial and operational capacity, no exclusion, etc.) and have agreed to participate. Before signing the grant agreement, each participant will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.
- **Linked third parties** — Applicants may participate with linked third parties (i.e. affiliated entities¹) that receive funding. Linked third parties must comply with all the conditions set out in this call (just like applicants), but they do not sign the grant agreement and do not count towards the minimum eligibility criteria for consortium composition.
- **Subcontractors** — Subcontracting is allowed, but subject to strict limits (see *section 9*).
- **Registration** — All applicants must register in the [Participant Register](#) — before the call deadline — and upload the necessary documents showing legal status and origin. Linked third parties can register later (during grant preparation).
- **Completed/ongoing projects** — Applications for projects that have already been completed will be rejected; applications for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before proposal submission).
- **Balanced project budget** — Applicants must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No profit rule** — Grants may NOT give a profit (i.e. surplus of receipts + EU grant over costs). This will be checked by us at the end of the projects.
- **No double funding** — Any given action may receive only one grant from the EU budget. The project must therefore NOT receive any financial support under any other EU funding programme (including EU funding managed by authorities in EU Member States or other funding bodies, *e.g. Regional Funds, Agricultural Funds, EIB loans, etc.*). Cost items may NOT be declared twice under different EU actions.
- **Combination with EU operating grants** — Combination with EU operating grants is possible if the SGA project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice.
- **Multiple applications** — Applicants may submit more than one application for *different* projects under the same call (and be awarded a grant for them).
Organisations may participate in several applications.
BUT: if there are several applications for the *same/very similar* project, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Language** — You can submit your proposal in any official EU language. However, for reasons of efficiency, we strongly advise you to use English. If you need the call document in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 10*).
- Applications that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.

8. Evaluation & award procedure

This call is subject to the standard submission and evaluation procedure (one-stage submission + one-step evaluation).

Applications will be checked by us for formal requirements (admissibility and eligibility) and will be evaluated (for each topic separately) by an evaluation committee (assisted by independent outside experts) against the operational capacity and award criteria and then listed in a ranked list according to their quality score.

Unsuccessful applications will be informed about their evaluation result (*see timetable section 3*).

Successful applications will be invited for grant preparation.



IMPORTANT

- **No commitment for funding** — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: legal entity validation, financial capacity, exclusion check etc.
- Grant preparation will involve a **dialogue** in order to fine-tune technical or financial aspects of the project and may require extra information from your side.

9. Legal & financial set-up of the grants

If your project is selected for funding, you will be asked to sign a [grant agreement](#) with us.

This grant agreement will set the framework for your grant and its terms and conditions, in particular provisions on deliverables, reporting and payments.

Starting date & project duration

The project **starting date and duration** will be fixed in your grant agreement (art. 3). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: In general, the project duration will be either 7–8 months or 19–20 months, dependent on the envisaged submission date of the IP proposal to be submitted. Extensions will be possible only exceptionally, for duly justified reasons and with our agreement.

Maximum grant amount, reimbursement of eligible costs & funding rate

All grant parameters (maximum grant amount, funding rate, total eligible costs etc.) will be fixed in your grant agreement (art. 5).

Project budget: No limit; maximum requested EU contribution: EUR 100 000 per proposal (see section 3 above). The grant awarded may be lower than the amount requested.

The grant will be a reimbursement of actual costs grant. This means that it will reimburse **ONLY** certain types of costs (eligible costs) and **ONLY** those costs you *actually* incurred for your project (NOT the *budgeted* costs).

The costs will be reimbursed at the funding rate fixed in the grant agreement (55%).

EU grants may NOT produce a profit. If there is a profit (i.e. surplus of receipts + EU grant over costs), we will deduct it from your final grant amount.

The final grant amount you will receive will therefore depend on a variety of criteria (*actual costs incurred and project income; eligibility; compliance with all the rules under the grant agreement, etc*).

Cost eligibility rules

For the **cost eligibility rules**, see the model grant agreement (art. 6) and the Guide for applicants.

Special cost eligibility rules for this call:

- 7% fixed flat-rate for indirect costs
- subcontracting of action tasks is subject to special rules and must be approved by us (either as part of your proposal or in a periodic/final report)
- in-kind contributions against payment are allowed (in-kind contributions for free are not prohibited, but they are cost-neutral, i.e. cannot be declared as cost and will not be counted as receipts)
- VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible
- Public project partner have to comply with the “98% rule”, which means that the personnel costs for ‘non-additional’ employees (or equivalent) are moreover eligible only up to 98% of the beneficiaries’ own contributions to the action.

Therefore for each public project participant the “amount of non-additional staff costs” and the “amount of own contribution” has to be provided in the technical forms.

Reporting & payment arrangements

The **reporting and payment** arrangements will be fixed in the grant agreement (art. 15 and 16).

After grant signature, we will normally provide you with a float to start working on the project (pre-financing of normally 70% of the maximum grant amount; exceptionally less or no pre-financing).

There will be no interim payments. At the end of the project, you will be invited to submit a report and we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

Deliverables

Standard **deliverables** will be listed in the grant agreement (art. 14). The project-specific deliverables will be listed in Annex 1.

Standard deliverables for this call: none

Pre-financing guarantee

If we require a pre-financing guarantee, it will be fixed in your grant agreement (art 16.2). The amount will be fixed by us during grant preparation, and will be equal or lower than the pre-financing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State.

If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in that country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

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

The guarantee is NOT linked to individual consortium members. You are free to organise how the guarantee amount should be provided (by one or several beneficiaries, for the overall amount or several guarantees for partial amounts). The only thing that is important is that the amount we request is covered and the guarantee(s) are sent by the coordinator before the pre-financing (by PP Communication to the Project Advisor or Formal Notification).

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

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

Special provisions

IPR rules: see model grant agreement (art. 19)

Promotion & visibility of EU funding: see model grant agreement (art. 22)

Cost rejection, grant reduction, recovery, suspension & termination

The grant agreement (chapter 6) provides for the measures we may take in case of **breach of contract** (and other violations of law).

Liability regime for recoveries

The liability regime for recoveries will be set out in your grant agreement (art. 28), i.e. either:

- limited joint and several liability with individual ceilings — each beneficiary up to *its* maximum grant amount
- unconditional joint and several liability — each beneficiary up to the maximum grant amount for the *action*

or

- individual financial responsibility — each beneficiary only for its debt.

10. How to submit an application?

All applications must be submitted electronically via the Participant Portal Electronic Submission System (accessible via the Call Topic page in the [Funding Opportunities](#) section). Paper submissions are no longer possible.

The **submission process** is explained in the [Participant Portal Online Manual](#) (together with detailed instructions for the IT tool).

Mandatory **annexes & supporting documents** (directly available in the Submission System) for this call:

- detailed budget table

Contact

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

Non-IT related questions should be sent to the following email address: EASME-LIFE-ENQUIRIES@ec.europa.eu.

Please indicate clearly the reference of the call for proposals and the topic to which your question relates (*see call document cover page*).



IMPORTANT

- **Consult** the Participant Portal Call Topic page regularly. We will use it to publish updates and additional information on the call (call updates).
- **Don't wait** until the end.

Questions received later than 7 days before the call deadline cannot be answered.

We strongly advise you to complete your proposal sufficiently in advance of the deadline, to avoid any last minute technical problems. Any problems due to last minute submissions (*e.g. congestion, etc.*) will be at your risk. The call deadline will NOT be extended.

- Before submitting a proposal, all applicants must be **registered** in the [Participant Register](#) and obtain a participant identification code (PIC) (one for each applicant).
- By submitting their proposal, all applicants **accept**:
 - the terms and conditions of this call (as described in this call document and the documents it refers to)
 - to use the electronic exchange system in accordance with the [Participant Portal Terms & Conditions](#).
- After the call deadline, the proposal is locked and can no longer be changed.
- You may be contacted later on if there is a need to **clarify** certain aspects of your **proposal** or for the correction of clerical mistakes.
- You may be asked to submit **additional documents** later on (*e.g. for the legal entity validation, LEAR appointment and financial capacity check*).
- We are committed to **transparency**. Each year, information about EU grants awarded is published on the [Europa website](#). This includes:
 - the beneficiaries' names
 - the beneficiaries' addresses
 - the purpose for which the grant was awarded
 - the maximum amount awarded.

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

- **Data privacy** — The submission of an application under this call involves the collection, use and processing of personal data (such as name, address etc.). This data will be processed in accordance with Regulation [2018/1725](#). It will be processed solely for the purpose of evaluating your proposal (and subsequent management of your grant and, if needed, programme monitoring, evaluation and communication). Details are explained in the [Participant Portal Privacy Statement](#).
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call update. Please note that cancellations are without entitlement to compensation.