



**European Commission**

# **Tacis LIEN Programme**

**Guidelines for Applicants  
to Call for Proposals 2001**

**Budget line B7-520**





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## **I. THE TACIS LIEN PROGRAMME**

### **1.1 HISTORICAL BACKGROUND**

The Tacis LIEN programme is an initiative of the European Commission to support non-governmental organisations (NGOs) working in the social sector in the New Independent States (NIS) and Mongolia.

The LIEN programme (Link Inter European NGOs) fits within the wider framework of the European Union (EU) Tacis programme, whose goal is to support the process of economic and social reform in the New Independent States (NIS) and Mongolia.

In a centrally planned economy such as existed in the former Soviet Union, there was little room for private initiative and the pursuit of individual rights. The political changes have accelerated the growth of non-profit, non-governmental organisations. Within the Russian Federation alone, thousands of NGOs have been established and registered. The NGO-sector grew largely in response to the fall in living standards following the break-up of the Soviet Union.

As these associations were relatively new and could not rely on decades of experience as is the case for Western European NGOs, they faced numerous challenges such as difficulties in defining objectives and developing strategies, coping with the lack of legislative framework for NGOs, difficulties in defining their own rules and regulations or choosing the right management approach.

Governmental authorities gave priority to the economic development and often did not seem to be aware of the importance of civil society development. Convincing public authorities to collaborate with NGOs on social issues presented another challenge.

In view of the above, a programme to support NGOs in the NIS was developed by the European Community on request of the European Parliament in 1992. This programme was designed to provide funding and technical assistance to the "third sector" (civil society) in the New Independent States (NIS).

Under the *1992 NGO Programme* and the *1993 NGO Co-financing Programme* specific budget lines were allocated for co-financing NGO projects in countries eligible for Phare and Tacis. Since 1994 the programme is called LIEN (Link Inter-European NGOs) and two separate budgets were earmarked for Phare and Tacis NGO projects. A set of eligibility criteria for project applications was decided on, as well as a new system for weighing the different evaluation criteria, which in general is still valid to the present day.

Since 1995 the programme outlines, eligibility criteria and the target groups definition were further refined.

### **1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES FOR 2001**

The main objective of the LIEN programme is to stimulate citizens' initiative and to strengthen the capacity of non-governmental and non-profit organisations working in the social sector, in favour of disadvantaged groups of the population in the NIS and Mongolia. The programme encourages the development of exchanges and co-operation between partner organisations from at least an organisation based in a Tacis country in co-operation with at least one based in an EU country.





### 1.3 AMOUNT AVAILABLE FOR FINANCIAL SUPPORT BY THE EUROPEAN COMMISSION

The global indicative amount available under the present Call for Proposals is 3.450.000 € (3.250.000 € under 1999 and approximately 200.000 € 1998 remaining funds).

Since the 1996 budget, the allocations for the LIEN programme are coming from the National Action Programme of each Tacis country. Except for Russia and Ukraine the NAPs are bi-annual which does not allow anymore each of the Tacis countries to participate to the LIEN call for proposals on an annual basis.

The Tacis countries having a LIEN allocation under the 1999 budget are :

- Russia : 2 Meuro,
- Ukraine : 0,5 Meuro
- Moldova : 0,25 Meuro
- Kazakhstan : 0,3 Meuro
- Kyrgystan : 0,2 Meuro
- Azerbaijan : 0,1 Meuro (remaining funds under the 1998 budget, this will limit the maximum grants and project duration as described further)
- Georgia : 0,1 Meuro (remaining funds under the 1998 budget, this will limit the maximum grants and project duration as described further)

#### Size of grants

The following minimum and maximum amounts apply to the grants for the individual projects, which may be financed under the programme:

- minimum amount : 20.000 euro
- maximum amount : 200.000 euro. Except for projects in Azerbaijan and Georgia for which the maximum amount is 100.000 euro due to limited funds available for these two countries.

Moreover, a grant may not exceed 80% of the total eligible project costs (see also 2.1.4. below). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget.





## II. RULES CONCERNING THE PRESENT CALL FOR PROPOSALS

The present guidelines set out the rules for the submission, selection and implementation of projects for the above-mentioned programme and are in application of the "Vade-mecum on Grant Management" adopted by the European Commission in 1998.

### 2.1 CRITERIA FOR ELIGIBILITY

There are three sets of eligibility criteria. These concern:

- the organisations which may request a grant,
- the projects for which a grant may be awarded,
- the types of cost which may be taken into account for the amount of the grant.

#### 2.1.1 *Eligibility of Applicant : who may apply*

Applicants must comply with the following conditions in order to be eligible for a grant:

- be non-profit-making;
- be non-governmental organisations and clearly independent from the Government in their decision making process;
- be officially registered (with statutes) at the time of submitting the project proposal;
- have their headquarters within the European Union or in one of the NIS countries eligible for the Tacis LIEN Programme;

Eligible countries for the Tacis LIEN 2001 programme are:

<b>For NIS:</b>	Azerbaijan, Georgia, Kazakhstan, Kyrgystan, Moldova, Russia, Ukraine.
<b>For EU:</b>	Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden and the United Kingdom.

- be directly responsible for the preparation and management of the project, not acting as an intermediary;
- have stable and sufficient sources of finance to ensure the continuity of their organisation throughout the project and, if necessary, to play a part in financing it;
- be experienced and able to demonstrate their capacity to manage larger scale activity corresponding with the size of the project for which a grant is requested.
- Applicants in NIS countries must be established and run predominantly by local nationals and responsible to a board consisting mainly of nationals;





Potential applicants are not entitled to participate in Calls for Proposals or be awarded grants if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata* (i.e., against which no appeal is possible);
- they are guilty of grave professional misconduct proven by any means which the European Commission can justify;
- they have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
- they have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
- they are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a Call for Proposals or contract;
- they have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same European Commission or another contract financed with Community funds;
- they have attempted to obtain confidential information or influence the committee or European Commission during the evaluation process of current or previous Calls for Proposals.

#### **2.1.2 Partnership and Eligibility of Partners**

Applicants must act in partnership with one or more partner organisations as specified hereafter:

- All projects must involve at least two non-governmental partner organisations: at least one from an NIS country eligible for the Tacis LIEN Programme and at least one from an EU country;
- Partners of applicants must satisfy the same eligibility criteria as those for applicants. Partners in NIS countries must be established and run predominantly by local nationals and responsible to a board consisting mainly of nationals
- A **partnership** is a relation of substance involving an active exchange of skills, experience, knowledge and/or finance. All partners to a project must be involved from the start in the elaboration of this project and actively participate in its implementation. A written declaration by each partner (applicant as the partners), confirming its involvement must be submitted with the application form. All partners must feel responsible for the successful implementation of the project.
- The applicant will be the lead organisation and, in case of selection, the contracting party (the "Beneficiary")





### 2.1.3 Eligibility of projects: projects for which an application may be made

#### Size of Projects

- Amount: there is no restriction concerning the total project cost. However, the EC grant requested must respect the minimum (20.000 euro) and maximum amounts (200.000 euro) indicated in 1.3. Except for Azerbaijan and Georgia for which the EC grants are limited to 100.000 euro.
- Duration: The duration of a project must be at least 12 months and may not exceed 24 months. Except for projects for Azerbaijan and Georgia for which the duration of the projects must be equal to 12 months.

#### Sectors or themes

The objectives of the LIEN programme are to strengthen civil society and improve the situation of the marginalised groups in the NIS and Mongolia.

The LIEN projects should therefore consist of a range of activities that – taken all together - aim at strengthening the capacity of local non-governmental and non-profit organisations working in the social sector in one or more of the countries eligible for the Tacis LIEN programme.

At the same time, these projects should also contribute to the immediate improvement of quality of life of the direct beneficiaries that are addressed by the local organisation.

Project proposals should relate to at least one of the following sectors:

- assistance to disadvantaged women in order to improve their condition and status (such as women victims of disease, maltreatment, abuse or trafficking, women in need of modern contraceptives, etc.)
- support to the social reintegration of marginalised groups of the local population (such as unemployed, disabled, members of minority groups, illiterate, etc...);
- promotion of sustainable health and social care for disadvantaged sections of the local population (such as elderly, homeless, street children, victims of cruelty or AIDS, etc...).

#### Geographical areas

Main project activities must take place in one or more of the following eligible NIS countries: Azerbaijan, Georgia, Kazakhstan, Kyrgystan, Moldova, Russia and Ukraine. Conferences or seminars may also take place in EU Member States.

#### Type of activities

Projects should contain a **mix of activities** that aim at achieving the programme objectives in the eligible NIS countries and relate to at least one of the above-mentioned sectors.

Successful projects are the result of careful preparation and good co-operation between the Applicant and the Partner(s). The following list is not exhaustive and appropriate innovative activities which are not mentioned below may also be considered for support. By way of illustration projects could contain a range of the following activities:

- training of NGO staff, trainers, beneficiaries, representatives of the target group, etc;
- language and NGO management courses (including on fundraising, PR & lobbying);
- transfer of specific technical know-how;
- project staff meetings and study visits;
- conferences (to present project results to a wide audience of interested specialists);





- publications of manuals, leaflets, best practices;
- translation of foreign handbooks or other relevant literature;
- establishment or development of social services by the local NGO;
- PR meetings to raise the awareness of the local population and/or the authorities;
- purchase - and training on the use - of specific equipment;
- purchase of informatics and other office equipment;
- purchase of specific means of transportation (if relevant);
- purchase of supplies and consumables (if relevant).

The following types of activities are ineligible:

- individual sponsorships for participation in workshops, seminars, conferences, congresses;
- individual scholarships for studies or training courses;
- emergency relief projects
- purchase of buildings or offices
- projects whose budgets are taken up by the purchase of material and equipment, humanitarian supplies, renovation of buildings or offices
- projects ideologically biased or partisan in nature
- research projects, preliminary studies, and other one-off events with no direct impact on the target group, except if they form an indispensable part of a project which complies with the set guidelines
- deficit funding and capital endowments;
- financial subventions to other organisations
- retro-active financing for projects that are already in implementation or completed.

Number of proposals per applicant

NGOs may be involved only once as applicant and twice as partner.

#### **2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant**

Only "eligible costs" can be taken into account for a grant. These costs are specified in detail below. Therefore, the budget is both an estimate of the costs and the maximum ceiling of the "eligible costs". The attention of the applicant is drawn to the fact that the eligible direct costs must be real costs and cannot take the form of lump sums.

Proposals are always recommended for a grant subject to the condition that the checking process which precedes the signing of a grant contract does not reveal problems which necessitate changes to the budget. This check may result in requests for clarification and, where appropriate, may lead the European Commission to impose reductions.

It is therefore in the interest of the applicant to provide a realistic and cost-effective budget.





#### Eligible direct costs

To be considered eligible in the context of the project, costs must:

- be necessary for carrying out the project, be provided for in the Contract annexed to the present Guidelines (Annex E) and comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have been incurred during the duration of execution of the project and following the signature of the contract (as defined in Article 2 of the Special Conditions);
- have actually been incurred, be recorded in the Beneficiary's or Beneficiary's partners' accounts, be identifiable and verifiable, and be backed by originals of supporting evidence.

The following direct costs are eligible:

- the cost of staff assigned to the project, corresponding to actual salaries plus social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary, and rates must not exceed those generally accepted on the market in question;
- travel and subsistence costs for staff taking part in the project, provided they correspond to market rates and do not exceed the scales generally accepted by the European Commission (including economy-class air fares) ;
- purchase costs for equipment (new or used) and services (transport, rent, etc.), provided they correspond to market rates;
- costs of consumables and supplies;
- expenditure on subcontracting or expenditure incurred by the Beneficiary's partners. The central activities of the projects may not be subcontracted to a third party.
- costs deriving directly from the requirements of the Contract (dissemination of information, specific evaluation of the project, audit, translation, reproduction, insurance, targeted training for those involved in the project, etc.) including financial service costs (in particular the cost of transfers and financial guarantees);
- taxes, without prejudice to the terms of Article 14(4) of the contract;

#### Eligible indirect costs (administration costs)

A fixed percentage of the Beneficiary's administration costs, up to a maximum of 7% of the total amount of eligible direct costs, are eligible as *indirect costs*.

Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget provided for by the Contract.

Indirect costs are not eligible where the Contract concerns the financing of a project conducted by a body which is already receiving an operating grant (running costs) from the European Commission.

#### Contingencies

A contingency reserve of no more than 5% of eligible project costs, which can be used only with the prior written (by letter) authorisation of the European Commission.

#### Ineligible costs

The following are ineligible costs:





- provisions for possible future losses or debts;
- interest owed;
- purchases of land or buildings, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the Beneficiary's local partners (where applicable) or the final recipients of the project once the latter has come to an end;
- currency exchange losses, without prejudice to the terms of Article 15(7) of the Contract;
- VAT which the Beneficiary is able to reclaim;
- costs of preparatory studies or other preparatory activities;
- inputs which are the subject of a contribution in kind (e.g. land, immovable property whether in its entirety or in part, durable capital goods, raw materials, unpaid charity work by a private individual or corporate body);

## 2.2 HOW SHOULD AN APPLICATION BE MADE AND THE PROCEDURES FOLLOWED

### 2.2.1 *Application form and supporting documents*

Applications must be submitted with the application form annexed to the present Guidelines (Annex A) also available on the Europa web-site : [http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm). Carefully respect the application format and follow the page order.

Applications must be submitted in English.

Please complete the application form carefully and as clearly as possible in order to facilitate its evaluation. Be precise and provide sufficient details to ensure clarity, particularly concerning how the aims of the project will be achieved, the benefit that will flow from the project and the way in which the proposed project is relevant to the programme's objectives.

Hand-written applications will not be accepted.

#### Supporting documents

Applications must be accompanied by the following supporting documents:

- 1 Statutes or Articles of Association of the applicant organisation and those of each of the partners. Please provide the translation in English of the main relevant articles : non-governmental statute of the organisation, nomination of the board members.
- 2 A copy of an official document for both the applicant organisation and those of each of the partners giving evidence that your organisation is formally constituted and registered as a distinct legal entity (registration act, publication in an Official Journal, certificate issued by a competent authority...). This official document should notably show the date of registration of the organisation and provide evidence of the non-profit / non-governmental status of your organisation. If this document is not in an official language of the EC, please attach an English translation in addition to the copy of the original document. This translation must be signed and certified as accurate by the legal representative of the partner organisation or the legal representative of the applicant.
- 3 Most recent annual report and accounts of the applicant





### 2.2.2 *Where and how to send the applications*

Applications must be received in a sealed envelope by registered mail, by express messenger or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address indicated below:

#### Postal address

European Commission  
EuropeAid Co-operation Office, Unit A6  
Office L-41 4/89  
Rue de la Loi/Wetstraat 200  
B - 1049 Brussels  
Belgium

#### Address for hand delivery

European Commission  
EuropeAid Co-operation Office, Unit A6  
Office 4/89  
Rue de la Loi/Wetstraat 41  
B - 1040 Brussels  
Belgium

#### Delivery by private courier service

European Commission  
EuropeAid Co-operation Office, Unit A6  
Office L-41 4/89  
Rue de Genève 1  
B - 1049 Brussels  
Belgium

Applications sent by any other means (e.g. by fax or by e-mail) or delivered at other addresses will be rejected.

Applications (application form and annexes) must be submitted in one original and 4 copies.

The envelope must bear the reference number of the notice of publication for the Call for Proposals, the full name of the applicant, the address of the organisation, and the words "Not to be opened before the opening session".

Applicants must verify that the application is complete on the basis of the checklist in the application form.

### 2.2.3 *Deadline*

The deadline for reception of applications is 11 May, 2001 at 16.00 h. Any application received after the deadline will be automatically rejected, even if the postmark indicates a date preceding the deadline.





#### 2.2.4 Further Information

Questions may be sent by e-mail or by fax to the addresses listed below, indicating clearly the reference of the Call for Proposals:

- European Commission

E-mail address: [Alexia.Scarlett@cec.eu.int](mailto:Alexia.Scarlett@cec.eu.int)

Fax: (+32-2-299 47 01)

- Technical Assistance Office - Tacis LIEN Programme

For specific questions concerning the Tacis LIEN programme you may address the Technical Assistance Office for the Tacis LIEN Programme:

CEV

Rue de l'Industrie 42/10

B-1040 Brussels

Belgium

Tel: (+32-2)511 75 01

Fax: (+32-2)514 59 89

E-mail: [lien@cev.be](mailto:lien@cev.be)

Web site: <http://corporate.skynet.be/cev/lien/applic2001.htm>

- LDP Financial and Administrative Office

For questions concerning the guidelines and the application form as the global application procedures you may contact:

IBF International Consultant

LDP Financial and Administrative Office

Rue Montoyer, 63

B-1000 Brussels

Belgium

Tel.: (+32-2)237 09 50

Fax.: (+32-2)237 09 55

E-mail: [info@ldp.ibf.be](mailto:info@ldp.ibf.be)

Questions that may be relevant to other applicants, together with their answers, will be published on the internet: [http://europa.eu.int/comm/europeaid/tender/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/index_en.htm).

#### 2.2.5 Acknowledgement of receipt

Following the session for opening of proposals, the European Commission will send an acknowledgement of receipt to all applicants, indicating whether or not the application was received prior to the deadline and informing them of the reference number of the application.

### 2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the European Commission with the possible assistance of external experts. All applications will be evaluated according to the following criteria:





### (1) Administrative compliance

- verification that the application is complete in accordance with the checklist

### (2) Eligibility of applicants, partners and projects

- Eligibility of the applicant, the partners, and the project, according to the criteria in section 2.1.1, 2.1.2 and 2.1.3.

### (3) Evaluation of quality of proposals and financial evaluation

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria contained in the Evaluation Grid reproduced on the next page.

Please note the following important information:

#### *Note on Section 1. Relevance*

If a total score lower than "good" (20 points) is obtained for section 1, the proposal will not be evaluated further.

#### *Note on Scoring*

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good. Priority will be given to applications which have obtained the highest scores.

### Evaluation Grid

Section	Maximum Score	Application Form
<b>1. Relevance</b>	<b>25</b>	
1.1 How convincing is the project <b>background</b> ? (how did the project originate and what has been the role of the local NGO in this?)	5	I.1.5
1.2 How clear and consistent are the project <b>objectives</b> ? (will the objectives really help in fulfilling the identified needs and will they also help in solving causes rather than merely effects ?)	5	I.1.6
1.3 How relevant is the project <b>justification</b> ? (how will the project fulfil the needs, strengths, weaknesses and constraints of the target group, the target region and the local NGO ?)	2x5	I.1.7
1.4 How coherent, appropriate and viable are the project <b>activities</b> ? (will the activities developed help in achieving the objectives?)	5	I.1.8
<b>2. Methodology</b>	<b>25</b>	
2.1 How coherent is the overall <b>project design</b> (including internal evaluation) ?	5	I.1.9
2.2 How satisfactory is the <b>level of involvement</b> of the partners and the target group / direct beneficiaries in the project design?	5	I.1.9(e-f)
2.3 How appropriate is the <b>division of tasks</b> between the Applicant and the partners in the project implementation ?	5	I.1.9 (g-h)
2.4 How clear and feasible is the <b>plan of action</b> ?	5	I.1.10





2.5 To what extent does the proposal contain <b>objectively verifiable indicators</b> for project outcomes?	5	Logframe
<b>3. Sustainability</b>	<b>20</b>	
3.1 To what extent is the project likely to have a tangible <b>impact on the target group / direct beneficiaries</b> ?	5	I.2.1(a)
3.2 To what extent is the project likely to have a tangible <b>impact on the local NGO</b> ?	5	I.2.1(b)
3.3 To what extent does the project contain potential <b>multiplier effects</b> (including possibilities for replication, extension and dissemination of project outcomes) ?	5	I.2.2 & I.2.3
3.4 To what extent are the results of the proposed project <b>sustainable</b> ? - financially (how will the activities be financed after EC funding ends ?) - institutionally (will structures allowing the activities to continue be in place at the end of the project ?)	5	I.2.4
<b>4. Budget and Cost-effectiveness</b>	<b>10</b>	
4.1 To what extent is the <b>budget presentation</b> clear and detailed and in conformity with the Guidelines ?	5	I.3
4.2 To what extent is the proposed expenditure <b>necessary</b> for the implementation of the project and consistent with the project activities ?	5	I.3
<b>5. Management Capacity and Expertise</b>	<b>20</b>	
5.1 Capacity and Expertise of the <b>Applicant</b> • How satisfactory is the management experience in general of the Applicant ?; • How appropriate is its technical expertise in the sector and country ?; • How appropriate are the human resources and expertise put at disposition for the project?	2x5	II.4
5.2 Capacity and Expertise of the <b>Partner(s)</b> • How satisfactory is the management experience of the partner(s) ?; • How appropriate is its technical expertise in the sector and country ?; • How appropriate are the human resources and expertise put at disposition for the project?	2x5	III
<b>Maximum total score</b>	<b>100</b>	

#### 2.4 INFORMATION CONCERNING THE EUROPEAN COMMISSION'S DECISION ON THE AWARD OF GRANTS

Applicants will be informed in writing of the European Commission's decision concerning their application. A decision to reject an application or not to award a grant will be based on the following grounds:

- The application was received after the closing date;
- The application is incomplete or otherwise non-compliant with the stated administrative conditions;
- The applicant or one or more partners are ineligible;
- The project is ineligible (e.g. the activity proposed is not covered by the programme, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc);





- The relevance and technical quality of the proposal is considered lower than that of the selected proposals. In view of the limited funding available and the success of this programme, it will not be possible to fund all good projects received. For example, under the last call 1998 programme (May 1998), 90 applications were received, and only 18 projects could be selected.
- The financial quality of the proposal is considered insufficient.

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

## 2.5 CONDITIONS APPLICABLE TO PROJECT IMPLEMENTATION FOLLOWING THE EUROPEAN COMMISSION'S DECISION TO AWARD A GRANT

Following the decision to award a grant, a contract will be proposed to the Beneficiary according to the European Commission's standard contract annexed to the present Guidelines (Annex E). This contract will, in particular, provide the following rights and obligations:

### Final amount of the grant

The maximum amount of the grant will be stipulated in the contract. As mentioned under 2.1.3 above, this amount is based on the budget, which is only an estimate. Therefore this amount only becomes final following completion of the project and presentation of the final accounts (cf. articles 17(1) and 17(2) of the General Conditions of the Contract).

### Failure to meet the objectives

If the Beneficiary fails to implement the project as undertaken and agreed in the contract, the European Commission reserves the right to interrupt payments, and/or to terminate the contract (cf. article 11 of the General Conditions). The European Commission's contribution may be reduced, and/or the European Commission may demand full or partial repayment of the sums already paid, if the beneficiary does not fulfil the terms of the contract.

### Amendments to the contract and variations within the budget

Any modification of the contract must be set out in a written amendment to the original contract (Article 9(1) of the General Conditions). However, some modifications (addresses, bank account, etc.) may simply be notified to the European Commission (cf. article 9(2) of the General Conditions).

### Variations within the budget

Budget items may vary from the original figures provided that the following conditions are met:

- (1) the variation does not affect the basic purpose of the project; and
- (2) the financial impact is limited to a transfer within a single budget heading or to a transfer between budget headings involving a variation of less than 10% of the original amount of the budget heading.

In this case, the Beneficiary may apply the variation and must inform the European Commission without delay.

This method may not be used to amend the heading for indirect (administration) costs or the contingency reserve, for which the prior approval of the European Commission is still necessary (cf. Article 9(2) of the General Conditions).





In all other cases, a written request must be made in advance to the European Commission and a contract amendment will be required.

#### Reporting

Reports must be drafted in the language provided for in the contract. Technical and financial reports are to be supplied together with payment requests. A plan of action and budget for the next period of implementation must accompany reports submitted for interim payments.

#### Additional information

In accordance with Article 2.1 of the General Conditions, the European Commission may request additional information.

#### Payments

An advance payment will be made to the beneficiary. If the total duration of the project does not exceed 12 months or the grant does not exceed 100,000 euro, the advance payment is 80% of the grant amount.

If the total duration of the project exceeds 12 months and the grant exceeds 100,000 euros, the advance payment is 80% of a forecast budget for the first 12 months of the operation (cf. article 15(1) of the General Conditions). In this case, subsequent intermediate payments can be made upon submission by the beneficiary, and approval by the European Commission, of the intermediate report and a plan of action and budget for the following period (cf. article 15(1) of the General Conditions).

The final balance will be paid upon submission by the beneficiary and approval by the European Commission of the final report (cf. article 15(1) of the General Conditions).

#### Records and accounts of the Operation

The Beneficiary must keep accurate and regular records as well as separate and transparent accounts of the implementation of the Operation (cf. article 16(1) of the General Conditions). The Beneficiary must keep records for five years after the end date of the project.

#### Audit

If the size of the grant is 100,000 euro or more, a final audit will be carried out when the project ends. Furthermore, if the project's duration exceeds 18 months, an annual audit will be carried out for every 12-month period of implementation after the start of the project.

The contract will provide for the possibility of inspections to be carried out on documents and on the project site(s) by the European Commission's services, Commission services, and the European Court of Auditors (cf. article 16(2) of the General Conditions).

#### Publicity

Appropriate visibility and credit must be given for the grant of the European Community, for example, in reports and publications made available as a result of the project or publicity displays associated with the project, etc. (cf. Article 6 of the General Conditions).





### III. LIST OF ANNEXES

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: DAILY ALLOWANCE RATES (PER DIEMS) AS OF 1 JANUARY 2001  
see: [http://europa.eu.int/comm/europeaid/perdiem/liste1\\_en.htm](http://europa.eu.int/comm/europeaid/perdiem/liste1_en.htm)

ANNEX E: STANDARD CONTRACT  
see: [http://europa.eu.int/comm/europeaid/tender/usedoc/cont\\_typ/index\\_en.htm](http://europa.eu.int/comm/europeaid/tender/usedoc/cont_typ/index_en.htm)

